APPENDIX A – STUDY-WIDE MATERIAL

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meetings

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Purpose/Outcome Goals for Round #2 Meetings
(Late Summer 2013)

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

Purpose/Outcome Goals for Round #2 Meetings
(December 2013)

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address High Priority Needs

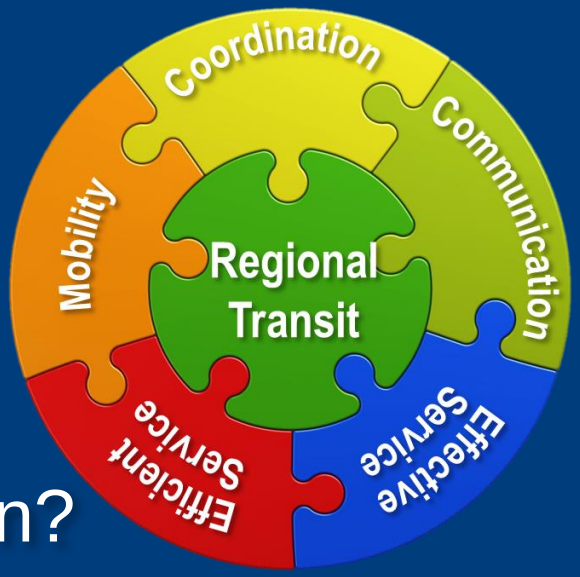
Purpose/Outcome Goals for Round #3 Meetings
(April 2014)

- Discuss Details of Strategies Advanced from December
- Define the Questions for Local Discussion
- Outline Next Steps

Purpose/Outcome Goals for Round #4 Meetings
(September 2014)

- Regional Strategy Refinement
- Governance Discussion
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

Transit Coordination Project Overview



- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - “Put the rubber to the road”
- Effectively Serve the State’s Transit Needs

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- **What Are the Market Needs in the Regions?**
  - **Potential Customers**
  - **Geography/Service Areas**
- **What are the Resources:**
  - **Services/Facilities/ Vehicles/ Staff**
  - **Technology**
  - **Funding**
- **Gaps**

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Coordination – Range of Concepts

Single Full-Service Provider ⟷ **Service Contracting** ⟷ **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:

- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:

- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:

- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:

- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

Coordination – Range of Concepts

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering

- Background
- Needs/Gaps
- Introduce Strategies

1

- Introduce Strategies
- Discuss Strategies

2

- Recommended Action
- Implementation Concept

3

Work with Individual/ Groups of Providers

- Operational Details
- Governance
- Funding/Financing

Implementation

- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering

1

- Goals
- Regional Information
- Strategies

2

- Strategies

3

- Funding/ Financing
- Strategies

4

- Governance
- Funding/ Financing

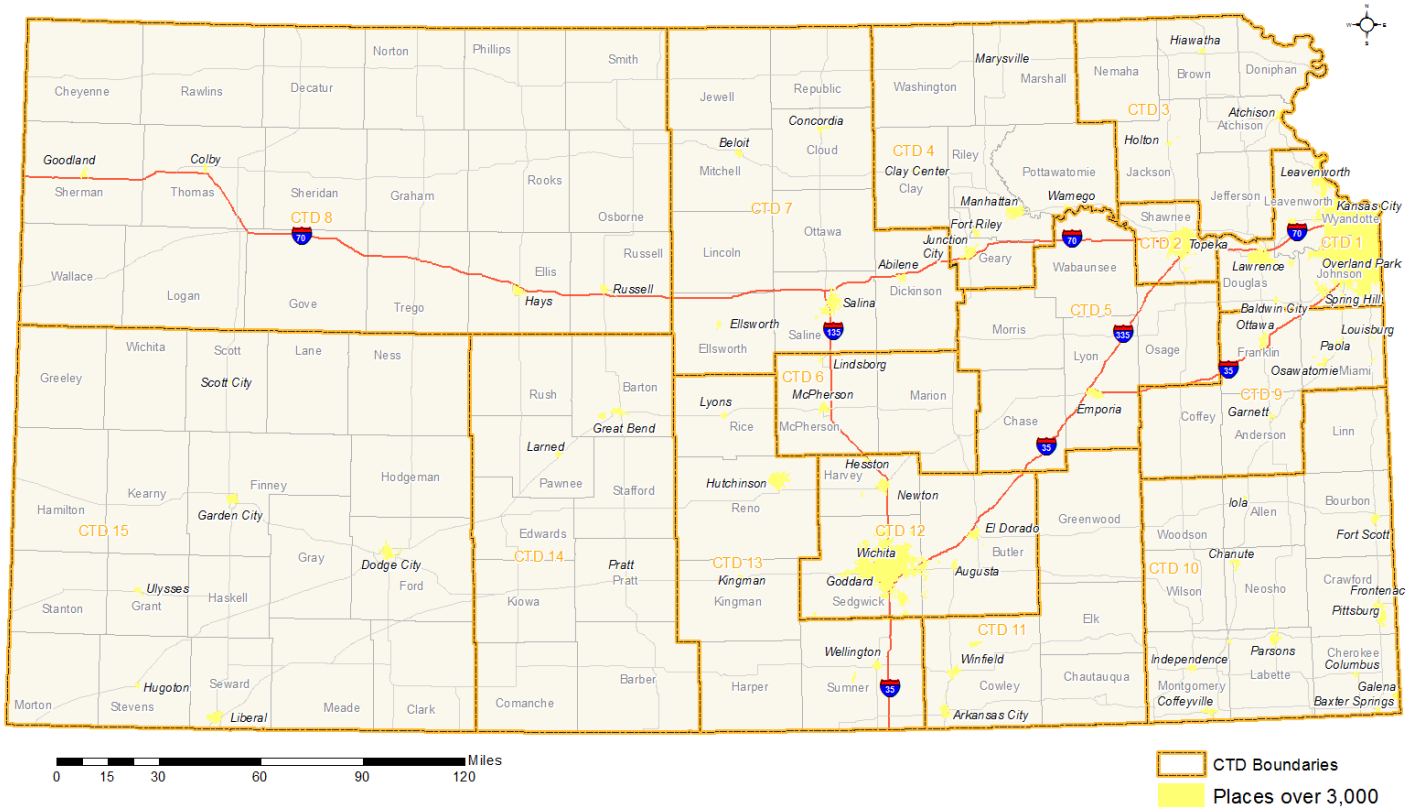
5

- Governance
- Performance Measures

Implementation

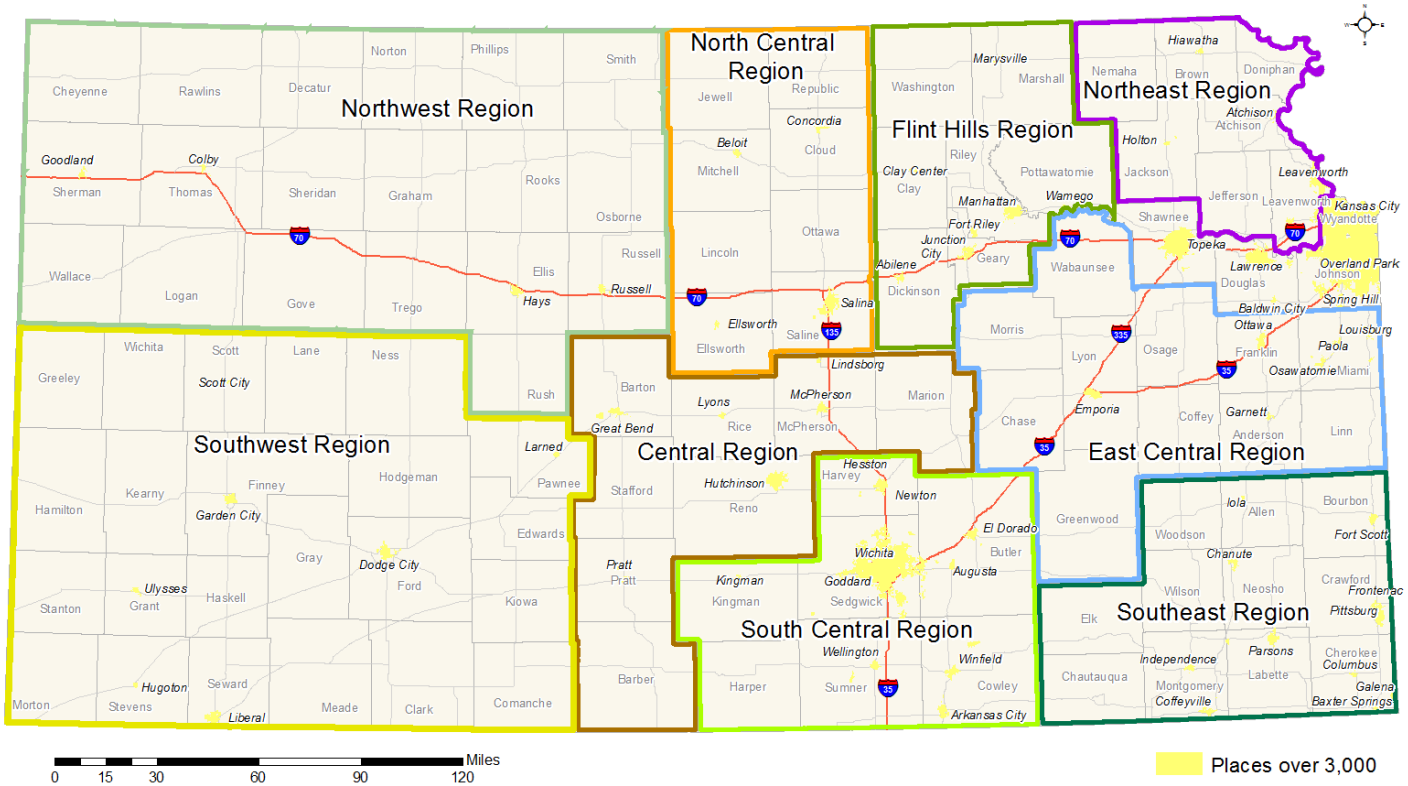
6

Let's Talk About the Regions



Kansas Statewide CTDs

Let's Talk About the Regions



Potential Regions

Contacts

Josh Powers
KDOT
Public Transportation Manager
joshuap@ksdot.org
785-296-4907

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

5310 & 5311 Providers by CTD			
#	Provider	Funding	CTD
1	City of Great Bend	5311	Central
2	City of Hoisington	5311	Central
3	McPherson County Council on Aging	5311	Central
4	Pratt County COA	5311	Central
5	Reno Co. Public Trans. Dept.	5311	Central
6	Rice Co COA	5311	Central
7	Sunflower Diversified Services	5311/5310	Central
8	Bethany Home	5310	Central
9	Bethesda Home	5310	Central
10	Buhler Sunshine Home	5310	Central
11	Disabilities Supports of the Great Plains - Hutchinson	5310	Central
12	Disabilities Supports of the Great Plains - McPherson	5310	Central
13	Good SAM Lyons	5310	Central
14	MCDS	5310	Central
15	TECH	5310	Central
16	Bert Nash Mental Health	5310	Douglas County
17	Cottonwood Industries	5310	Douglas County
18	Douglas County Senior Services	5310	Douglas County
19	Independence, Inc.	5311/5310	Douglas County
20	Anderson County Transportation	5311	East Central
21	Chase County	5311	East Central
22	City of Paola/Lakemary Center	5311	East Central
23	Coffey County COA	5311	East Central
24	Community Senior Services	5311	East Central
25	Franklin County COA	5311	East Central
26	Greenwood County COA	5311	East Central
27	Linn County	5311	East Central
28	Louisburg Senior Center	5311	East Central
29	Lyon County Area Transit	5311	East Central
30	Morris County Senior Citizens, Inc.	5311	East Central
31	Osage County Senior Citizens	5311	East Central
32	Paola Senior Center	5311	East Central
33	Wabaunsee County Transportation	5311	East Central
34	COF Training Services	5310	East Central
35	Elizabeth Layton Center	5310	East Central
36	Emporia Presbyterian Manor	5310	East Central
37	Hetlinger Developmental Services	5310	East Central
38	Mental Health Center of EC Kansas	5310	East Central
39	Paola Association for Church Action	5310	East Central

5310 & 5311 Providers by CTD			
#	Provider	Funding	CTD
40	Quest Services (Hartford)	5310	East Central
41	Tri-Ko, Inc.	5310	East Central
42	City of Abilene	5311	Flint Hills
43	City of Herington	5311	Flint Hills
44	Clay County Task Force	5311	Flint Hills
45	Marshall County Agency on Aging	5311	Flint Hills
46	Pottawatomie County Transportation	5311	Flint Hills
47	Flint Hills ATA	5311	Flint Hills
48	Community HealthCare	5310	Flint Hills
49	Geary County Senior Center	5310	Flint Hills
50	Pawnee Mental Health	5310	Flint Hills
51	Twin Valley Developmental Services	5310	Flint Hills
52	Via Christi Village	5310	Flint Hills
53	HeartStrings Community Found.	5310	Johnson County
54	Johnson County Transit	5311/5310	Johnson County
55	OCCK, Inc.	5311/5310	North Central
56	City of Wilson	5311	North Central
57	Concordia Senior Center	5311	North Central
58	Ellsworth County Council on Aging	5311	North Central
59	Lincoln County Transportation	5311	North Central
60	Mitchell County Transportation	5311	North Central
61	Ottawa County Transportation	5311	North Central
62	Republic County Transportation	5311	North Central
63	Central Ks. Mental Health	5310	North Central
64	City of Holyrood	5310	North Central
65	Ks. Wesleyan University/Salina RSVP	5310	North Central
66	OCCK, Inc.	5310	North Central
67	Pawnee Mental Health	5310	North Central
68	City of Bonner Springs	5311	Northeast
69	Doniphan County Services and Workskills	5311	Northeast
70	Doniphan County Transportation	5311	Northeast
71	Jefferson County Service Organization	5311	Northeast
72	Leavenworth County COA	5311	Northeast
73	Nemaha County Transportation	5311	Northeast
74	Prairie Band Potawatomi Nation	5311	Northeast
75	Project Concern, Inc.	5311	Northeast
76	Kanza Mental Health	5310	Northeast
77	Riverside Resources Inc.	5310	Northeast
78	The Guidance Center	5310	Northeast
79	DSNWK / ACCESS	5311/5310	Northwest
80	City of Goodland	5311	Northwest

5310 & 5311 Providers by CTD			
#	Provider	Funding	CTD
81	City of Phillipsburg	5311	Northwest
82	City of Russell	5311	Northwest
83	City of Smith Center	5311	Northwest
84	City of Wakeeney	5311	Northwest
85	Decatur County	5311	Northwest
86	Gove County Medical Center	5311	Northwest
87	Logan County Hospital	5311	Northwest
88	Norton County Senior Citizens	5311	Northwest
89	Rawlins County	5311	Northwest
90	Rooks County	5311	Northwest
91	Rush County COA	5311	Northwest
92	Thomas County	5311	Northwest
93	Logan County	5310	Northwest
94	Butler County DOA	5311	South Central
95	City of Anthony	5311	South Central
96	City of Kingman	5311	South Central
97	Cowley County COA	5311	South Central
98	Futures Unlimited	5311	South Central
99	Harper County DOA	5311	South Central
100	Harvey County DOA	5311	South Central
101	Kingman County COA	5311	South Central
102	Sedgwick County DOA	5311	South Central
103	Twin Rivers Developmental Supports	5311	South Central
104	Cerebal Palsy Found	5310	South Central
105	Cowley County Mental Health Center	5310	South Central
106	Creative Community Living	5310	South Central
107	Creative Community Living	5310	South Central
108	Envision	5310	South Central
109	Heartspring	5310	South Central
110	KETCH	5310	South Central
111	Mosaic	5310	South Central
112	Prairie View	5310	South Central
113	Prairie View Mental Health	5310	South Central
114	Starkey	5310	South Central
115	The ARC of Sedgwick County	5310	South Central
116	Class LTD	5311/5310	Southeast
117	Elk County COA	5311	Southeast
118	Elm Acres Youth Home	5311	Southeast
119	Four County Mental Health	5311	Southeast
120	SEK-CAP, Inc.	5311	Southeast
121	Senior Services of SEK	5311	Southeast

5310 & 5311 Providers by CTD			
#	**Provider**	**Funding**	**CTD**
122	Allen County	5310	Southeast
123	South East Kansas Mental Health	5310	Southeast
124	Via Christi Hospital (Pittsburg)	5310	Southeast
125	Brewster Place	5310	Shawnee County
126	East Topeka Senior Center	5310	Shawnee County
127	Family Service & Guidance Center	5310	Shawnee County
128	LULAC	5310	Shawnee County
129	Pappans Landing	5310	Shawnee County
130	Sheltered Living	5310	Shawnee County
131	TARC	5310	Shawnee County
132	City of Dodge City	5311	Southwest
133	City of Liberal	5311	Southwest
134	Finney County COA	5311	Southwest
135	Hamilton County VIP's	5311	Southwest
136	Lane County Transportation	5311	Southwest
137	Liberal Good Sam	5311	Southwest
138	Stevens County Health Office	5311	Southwest
139	Liberal Good Samaritan	5310	Southwest
140	Pawnee County COA	5310	Southwest

TRACK Data August 2012 – July 2013

Provider	Region	Total Trips	Total Miles	Operating Cost	Cost/ Mile	Cost/ Trip	Miles/ Trip
Anderson County COA	East Central	7,477	15,287	$52,834	$3.46	$7.07	2.04
Bourbon County Senior Citizens, Inc.	Southeast	8,425	34,388	$88,565	$2.58	$10.51	4.08
Butler County Transportation	South Central	14,473	67,715	$152,512	$2.25	$10.54	4.68
Chase County	East Central	4,057	9,272	$32,910	$3.55	$8.11	2.29
City of Abilene	Flint Hills	14,466	33,892	$68,649	$2.03	$4.75	2.34
City of Anthony	South Central	4,267	6,579	$37,545	$5.71	$8.80	1.54
City of Bonner Springs	Northeast	11,043	37,577	$86,197	$2.29	$7.81	3.40
City of Dodge City	Southwest	14,329	77,741	$236,191	$3.04	$16.48	5.43
City of Goodland	Northwest	7,354	17,915	$29,622	$1.65	$4.03	2.44
[1] City of Great Bend Commission on Aging	Central	21,776	87,576	$457,645	$5.23	$21.02	4.02
City of Herington Hilltop Community Center	Flint Hills	3,377	6,885	$25,241	$3.67	$7.47	2.04
City of Hoisington Commission on Aging	Central	4,539	7,161	$17,607	$2.46	$3.88	1.58
City of Kingman	South Central	21,640	22,667	$103,250	$4.56	$4.77	1.05
[3] City of Liberal - DR	Southwest	1,212	5,782	$22,403	$3.87	$18.48	4.77
[3] City of Liberal - FR	Southwest	18,306	81,576	$120,939	$1.48	$6.61	4.46
City of Paola/Lakemary Center	Southeast	2,549	41,649	$66,993	$1.61	$26.28	16.34
City of Phillipsburg	Northwest	4,749	18,891	$56,634	$3.00	$11.93	3.98
City of Russell	Northwest	13,061	24,020	$63,978	$2.66	$4.90	1.84
[2] City of Smith Center	Northwest	4,023	8,353	$18,694	$2.24	$4.65	2.08
City of Wakeeney/ Lions Club Transportation	Northwest	6,270	5,326	$22,245	$4.18	$3.55	0.85
City of Wilson	Northwest	1,255	10,103	$5,745	$0.57	$4.58	8.05
Class LTD	Southeast	19,915	79,402	$102,990	$1.30	$5.17	3.99
Clay County Task Force, Inc.	Flint Hills	5,080	10,777	$53,401	$4.96	$10.51	2.12
Coffey County Transportation	East Central	9,452	101,888	$157,694	$1.55	$16.68	10.78
Community Senior Service Center, Inc.	East Central	7,577	24,732	$60,399	$2.44	$7.97	3.26
Concordia Senior Citizens Center	North Central	9,967	18,932	$32,328	$1.71	$3.24	1.90
Cowley County Council on Aging	South Central	13,797	66,520	$164,157	$2.47	$11.90	4.82
Decatur County Transportation	Northwest	5,931	11,542	$29,883	$2.59	$5.04	1.95
Developmental Services of NW Kansas	Northwest	42,564	193,700	$525,632	$2.71	$12.35	4.55
Doniphan County Services & Worskills (DCWS)	Northeast	6,863	80,922	$51,245	$0.63	$7.47	11.79
Doniphan County Transportation	Northeast	2,285	102,507	$109,042	$1.06	$47.72	44.86
Elk County Council on Aging	Southeast	1,624	54,805	$58,856	$1.07	$36.24	33.75
Ellsworth County Council on Aging	North Central	3,414	10,332	$18,780	$1.82	$5.50	3.03

TRACK Data August 2012 – July 2013							
Provider	Region	Total Trips	Total Miles	Operating Cost	Cost/ Mile	Cost/ Trip	Miles/ Trip
Elm Acres Youth Home & Family Services, Inc.	Southeast	7,362	26,955	$59,111	$2.19	$8.03	3.66
Finney County Committee on Aging, Inc. - DR	Southwest	14,670	60,184	$262,150	$4.36	$17.87	4.10
Finney County Committee on Aging, Inc. - FR	Southwest	68,601	185,908	$499,370	$2.69	$7.28	2.71
Four County Mental Health	Southeast	34,752	320,625	$719,320	$2.24	$20.70	9.23
[1] Franklin County Services for the Elderly	East Central	12,262	68,558	$122,665	$1.79	$10.00	5.59
Futures Unlimited, Inc.	South Central	35,420	136,435	$244,270	$1.79	$6.90	3.85
[1] Gove County Medical Center	Northwest	1,701	32,023	$31,876	$1.00	$18.74	18.83
Greenwood County Council on Aging	East Central	29,039	68,839	$100,070	$1.45	$3.45	2.37
Hamilton County VIP's	Southwest	2,422	10,089	$13,336	$1.32	$5.51	4.17
Harper County Department on Aging	South Central	6,336	70,275	$97,415	$1.39	$15.37	11.09
Harvey County Transportation	South Central	4,405	45,920	$126,128	$2.75	$28.63	10.42
Independence, Inc.	Urban	4,066	42,932	$55,776	$1.30	$13.72	10.56
Jefferson County Service Organization	Northeast	6,662	114,764	$101,987	$0.89	$15.31	17.23
Johnson County Transit	Urban	20,887	111,476	$270,055	$2.42	$12.93	5.34
Kingman County Council on Aging	South Central	1,732	34,883	$66,240	$1.90	$38.24	20.14
Lane County Transportation	Southwest	1,638	8,916	$15,086	$1.69	$9.21	5.44
Leavenworth County COA	Northeast	18,072	105,471	$251,561	$2.39	$13.92	5.84
Lincoln County Transportation	North Central	3,719	17,167	$59,604	$3.47	$16.03	4.62
Linn County Transportation	East Central	1,604	32,359	$55,428	$1.71	$34.56	20.17
Logan County Hospital	Northwest	5,557	6,788	$33,514	$4.94	$6.03	1.22
Louisburg Senior Center	East Central	2,539	37,135	$36,468	$0.98	$14.36	14.63
Lyon County Aging Transportation (LCAT)	East Central	48,142	149,104	$343,175	$2.30	$7.13	3.10
Marshall County Agency on Aging	Flint Hills	3,680	40,769	$102,289	$2.51	$27.80	11.08
McPherson County Council on Aging	Central	10,000	29,209	$91,305	$3.13	$9.13	2.92
Mitchell County Transportation	North Central	6,341	80,688	$87,582	$1.09	$13.81	12.72
Morris County Transportation	East Central	3,673	43,369	$55,652	$1.28	$15.15	11.81
Nemaha County Transit	Northeast	16,291	44,681	$109,888	$2.46	$6.75	2.74
Norton County Senior Citizens	Northwest	3,219	9,194	$23,049	$2.51	$7.16	2.86
OCCK, Inc. - DR	North Central	63,568	302,260	$579,404	$1.92	$9.11	4.75
OCCK, Inc. - FR	North Central	221,264	348,182	$948,649	$2.72	$4.29	1.57
Osage County Council on Aging	East Central	4,835	23,656	$26,957	$1.14	$5.58	4.89

TRACK Data August 2012 – July 2013							
Provider	Region	Total Trips	Total Miles	Operating Cost	Cost/ Mile	Cost/ Trip	Miles/ Trip
Ottawa County Transportation	East Central	8,995	51,258	$68,652	$1.34	$7.63	5.70
Paola Senior Citizens Center, Inc.	East Central	3,666	12,028	$28,034	$2.33	$7.65	3.28
Pottawatomie County Transportation	Flint Hills	10,452	45,098	$102,137	$2.26	$9.77	4.31
Prairie Band Potawatomi Nation	Northeast	3,970	63,726	$84,078	$1.32	$21.18	16.05
Pratt County Council on Aging	Central	11,408	28,413	$33,309	$1.17	$2.92	2.49
Project Concern	Northeast	8,178	25,802	$61,400	$2.38	$7.51	3.16
Reno County Public Transportation Dept. - DR	Central	18,675	125,608	$365,069	$2.91	$19.55	6.73
Reno County Public Transportation Dept. - FR	Central	98,662	286,166	$465,287	$1.63	$4.72	2.90
[2] Republic County Transportation	North Central	7,642	13,092	$21,694	$1.66	$2.84	1.71
Rice County Council on Aging	Central	7,615	61,246	$123,531	$2.02	$16.22	8.04
Riley County Area Transportation Agency - DR	Flint Hills	70,111	254,146	$574,815	$2.26	$8.20	3.62
Riley County Area Transportation Agency - FR	Flint Hills	182,815	238,684	$535,045	$2.24	$2.93	1.31
[1] Rooks County Transportation	Northwest	3,779	78,873	$95,416	$1.21	$25.25	20.87
Rush County Transportation	Northwest	9,222	17,784	$33,003	$1.86	$3.58	1.93
Sedgwick County Dept. on Aging	South Central	5,242	101,593	$166,529	$1.64	$31.77	19.38
SEK-CAP, Inc.	Southeast	93,377	326,879	$615,580	$1.88	$6.59	3.50
Senior Services of Southeast Kansas, Inc.	Southeast	5,278	55,690	$59,001	$1.06	$11.18	10.55
[1] Stevens County Community Health	South Central	1,440	27,885	$25,955	$0.93	$18.02	19.36
Sunflower Diversified Services	Central	46,205	326,260	$429,452	$1.32	$9.29	7.06
Thomas County Transportation	Northwest	3,052	9,461	$21,194	$2.24	$6.94	3.10
Twin Rivers Developmental Supports	South Central	47,052	89,847	$131,555	$1.46	$2.80	1.91
Twin Valley Developmental Services, Inc.	Flint Hills	4,127	160,150	$117,521	$0.73	$28.48	38.81
Wabaunsee County	East Central	2,903	39,686	$38,652	$0.97	$13.31	13.67

[1] Missing 1 month of data.
[2] Missing 2 months of data.
[3] Started operations in September - first data for October.

STAKEHOLDER NAME: _____

ORGANIZATION NAME: _____

CITY: _____ **COUNTY:** _____

DIRECTIONS: *This survey is intended to prioritize the locally identified needs that were identified in the regional meetings held in late July and August. Please review and rate the 13 locally identified needs according to the level of priority for your organization. Please identify five low-priority needs, four moderate priority needs, and four high-priority needs.*

ID#	LOCALLY IDENTIFIED NEED	LOW PRIORITY *(CHOOSE 5)*	MODERATE PRIORITY *(CHOOSE 4)*	HIGH PRIORITY *(CHOOSE 4)*	COMMENTS
A	Need assistance with training/managing employees/volunteers and monitoring compliance.	☐	☐	☐	
B	Need more coordination with large employers and other destinations to on trip scheduling.	☐	☐	☐	
C	Need to establish/continue regular communication between stakeholders in region.	☐	☐	☐	
D	Need to address policy barriers in crossing jurisdictional boundaries.	☐	☐	☐	
E	Need more coordination with medical providers and other destinations to on trip scheduling.	☐	☐	☐	
F	Need to establish a link between local service and inter-regional transit service.	☐	☐	☐	
G	Need to improve and establish inter-city connections to regional centers while preserving in-town transit services. Including designating inter-regional corridors for service.	☐	☐	☐	
H	Need to increase the awareness of transit service.	☐	☐	☐	
I	Need to enhance the perception of transit service.	☐	☐	☐	
J	Need to address insufficient service span with evening and weekend gaps	☐	☐	☐	
K	Need to assess the feasibility of “some level of service” in counties presently without service.	☐	☐	☐	
L	Need to address insufficient geographic coverage	☐	☐	☐	
M	Assess fare structures for trips crossing multiple providers/boundaries	☐	☐	☐	

KDOT Regional Transit Business Model Implementation

Needs Assessment

2014-03-21

Prepared for

Kansas Department of Transportation

Delivered by

Olsson Associates | SRF | URS

Table of Contents

Introduction 5
Central 11
East Central 21
Flint Hills 31
North Central 39
Northeast 46
Northwest 53
South Central 66
Southeast 76
Southwest 86
APPENDIX I: REGIONALIZATION ANALYSIS - TECHNICAL MEMO - 98
APPENDIX II: INITIAL PROVIDER SURVEY RESULTS SUMMARIES 108
APPENDIX III: REGIONAL STAKEHOLDER PRIORITY SURVEY RESULTS 118
APPENDIX IV: REGIONAL DEMOGRAPHIC DATA – BY COUNTY 128

Tables

Table 1 Central Region - Needs Assessment 18
Table 2 East Central Region - Needs Assessment 29
Table 3 Flint Hills Region - Needs Assessment 38
Table 4 North Central Region - Needs Assessment 45
Table 5 Northeast Region – Needs Assessment 52
Table 6 Northwest Region - Needs Assessment 63
Table 7 South Central Region - Needs Assessment 74
Table 8 Southeast Region - Needs Assessment 84
Table 9 Southwest Region - Needs Assessment 94

Table of Figures

Figure 1 Final Regional Boundaries 6
Figure 2 Existing Transit Connections and Medical Nodes 9
Figure 3 Statewide Map – Central Region 11
Figure 4 Central Region - 5311 & 5310 Providers Map 14

Figure 5 Statewide Map - East Central Region 21
Figure 6 East Central Region - 5311 & 5310 Providers Map 25
Figure 7 Statewide Map - Flint Hills Region 31
Figure 8 Flint Hills Region - 5311 & 5310 Providers 34
Figure 9 Statewide Map - North Central Region 39
Figure 10 North Central Region - 5311 & 5310 Providers 41
Figure 11 Statewide Map - Northeast Region 46
Figure 12 Northeast Region - 5311 & 5310 Providers 48
Figure 13 Statewide Map - Northwest Region 53
Figure 14 Northwest Region - 5311 & 5310 Providers 57
Figure 15 Statewide Map – South Central Region 66
Figure 16 South Central Region - 5311 & 5310 Providers 70
Figure 17 Statewide Map - Southeast Region 76
Figure 18 Southeast Region - 5311 & 5310 Providers 80
Figure 19 Statewide Map - Southwest Region 86
Figure 20 Southwest Region - Distribution of Transit Vehicles 89
Figure 22 Central Region - Stakeholder Priorities Chart 119
Figure 23 East Central Region - Stakeholder Priorities Chart 120
Figure 24 Flint Hills Region - Stakeholder Priorities Chart 121
Figure 25 North Central Region - Stakeholder Priorities Chart 122
Figure 26 Northeast Region - Stakeholder Priorities Chart 123
Figure 27 Northwest Region - Stakeholder Priorities Chart 124
Figure 28 South Central - Stakeholder Priorities Chart 125
Figure 29 Southeast Region - Stakeholder Priorities Chart 126
Figure 30 Southwest Region - Stakeholder Priorities Chart 127
Figure 31 Central Region – Age Distribution & Population Chart 129
Figure 32 Central Region – Majority/Minority & Population Density Chart 130
Figure 33 Central Region – Median Household Income Chart 131
Figure 34 East Central Region – Age Distribution & Population Chart 132
Figure 35 East Central Region – Majority/Minority & Population Density Chart 133
Figure 36 East Central Region – Median Household Income Chart 134
Figure 37 Flint Hills Region – Age Distribution & Population Chart 135
Figure 38 Flint Hills Region – Age distribution & Population Density Chart 136
Figure 39 Flint Hills Region – Median Household Income Chart 137
Figure 40 North Central Region – Age Distribution & Population Chart 138
Figure 41 North Central Region – Majority/Minority & Population Density Chart 139
Figure 42 North Central – Median Household Income Chart 140
Figure 43 Northeast Region – Age Distribution & Population Chart 141
Figure 44 Northeast Region – Majority/Minority & Population Density Chart 142
Figure 45 Northeast Region – Median Household Income Chart 143
Figure 46 Northwest Region – Age Distribution & Population Chart 144

Figure 47 Northwest Region – Majority/Minority & Population Density Chart 145
Figure 48 Northwest Region – Median Household Income Chart 146
Figure 49 South Central Region – Age Distribution and Population Chart 147
Figure 50 South Central Region – Majority/Minority & Population Density Chart 148
Figure 51 South Central Region – Median Household Income Chart 149
Figure 52 Southeast Region – Age Distribution & Population Chart 150
Figure 53 Southeast Region – Majority/Minority & Population Density Chart 151
Figure 54 Southeast Region – Median Household Income Chart 152
Figure 55 Southwest Region – Age Distribution & Population Chart 153
Figure 56 Southwest Region - Majority/Minority & Population Density Chart 154
Figure 57 Southwest Region – Median Household Income Chart 155

Introduction

As directed by T-LINK, the Kansas Department of Transportation (KDOT) was charged with creating a regional transit approach that would make rural transit service in Kansas more efficient and responsive to the diverse needs of Kansans. To further that effort, this needs assessment was prepared by the team of Olsson Associates, SRF, and URS, with input from the KDOT Public Transit unit, and from stakeholders in rural public transit across the state. This needs assessment document covers several areas. The project vision and goals are reviewed, as well as how new regions were created from which to coordinate public transit services. Demographic overviews of counties within the region are presented. Initial meetings held in each region with public transit providers and stakeholders are summarized, as well as the needs, opportunities, and challenges shared at these meetings. The needs within each region have been prioritized by each regions stakeholders.

Going forward, this needs assessment report will assist the project team members and stakeholders as they determine the best strategies for increasing coordination within each region, and in developing implementation steps required to achieve that coordination.

PROJECT VISION AND GOALS

Through the process of carrying out the KDOT Regional Transit Business Model implementation project, a vision was created that summarized the overall purpose of the effort, and formed a basis for which the project goals were developed. The vision statement was created after a significant amount of data collection and discussions with regional stakeholders about the needs and challenges of providing transit and mobility in their regions. The vision statement also spoke to the general goal described by the legislation that formed the foundation for the KDOT Regional Transit Business Model implementation.

Project Vision:

- Maintain quality of life for individuals; allow them to stay within their current community
- Improve efficiency and effectiveness of transit service so more Kansans can be served

To support the project vision, four goals were defined that would support the vision statement, and were within the boundaries of a broad, state-wide effort. As the project moved forward, specific goals would provide the context for selecting which needs would be addressed, and with what strategies.

> **Goal 1)** Increase the level of communication, cooperation and coordination among existing providers
>
> **Goal 2)** Increase/enhance level of connectivity between activity centers (i.e., cities, major employers, major medical).
>
> **Goal 3)** Increase awareness and perception of transportation services (mobility management, etc.)

Goal 4) Identify mechanisms for expanding service

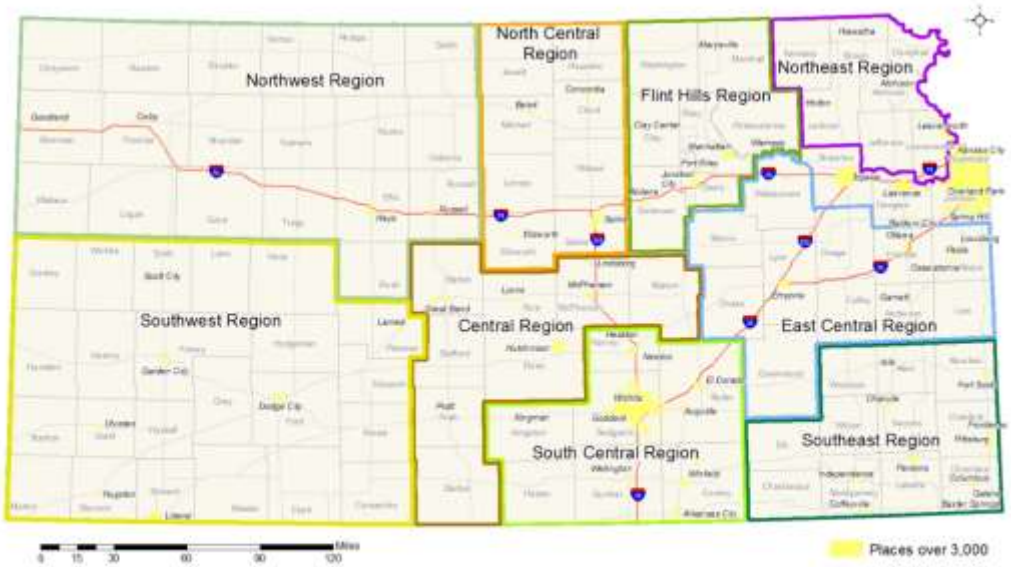
CREATION OF REGIONS

The establishment of regions for this implementation plan serves as the foundation from which discussions take place, stakeholders and service areas are grouped, and coordination plans will be structured accordingly.

The initial boundaries of the regions were influenced by Coordinated Transit District (CTD) boundaries and regional boundaries defined in previous regionalization efforts. These boundaries were then modified according to population density, the locations of major service and retail centers, critical medical and social service facilities, and commuter trip flows. The interim regional boundaries were then discussed with stakeholders in each region to determine if the regional boundaries contained the majority of their transit trips.

Concerns about the larger size of the Southwest and Northwest Regions, having 23 and 19 counties respectively, from past regionalization efforts caused the study team to review those regions' population and work trip characteristics. While the Southwest Region's boundary remained unchanged, the Northwest Region was initially split into two separate regions based on the location of work trip flows in the region. Upon further discussion with regional stakeholder groups, the two northwest regions reverted back to their original boundaries based on the continued orientation of regional transit trips to Hays. Final regional boundaries are displayed in Figure 1.

Figure 1 Final Regional Boundaries



Potential Regions

For a more detailed description of the steps taken leading up to the final nine regions, refer to Appendix I for the technical memo entitled, "Regionalization Analysis."

SURVEY ONE SUMMARY

Initial 5311 Provider Survey

To better understand the travel patterns and local transit needs in a given area, a survey was conducted of all 5311 providers. The survey included questions regarding service area, service hours, ridership, trip costs, maintenance procedures, scheduling/dispatching procedures, and, perhaps most importantly, experience with regional coordination. Specific survey results for each region are provided at the end of each region section of this report. The complete survey questionnaire for each region is provided in Appendix II.

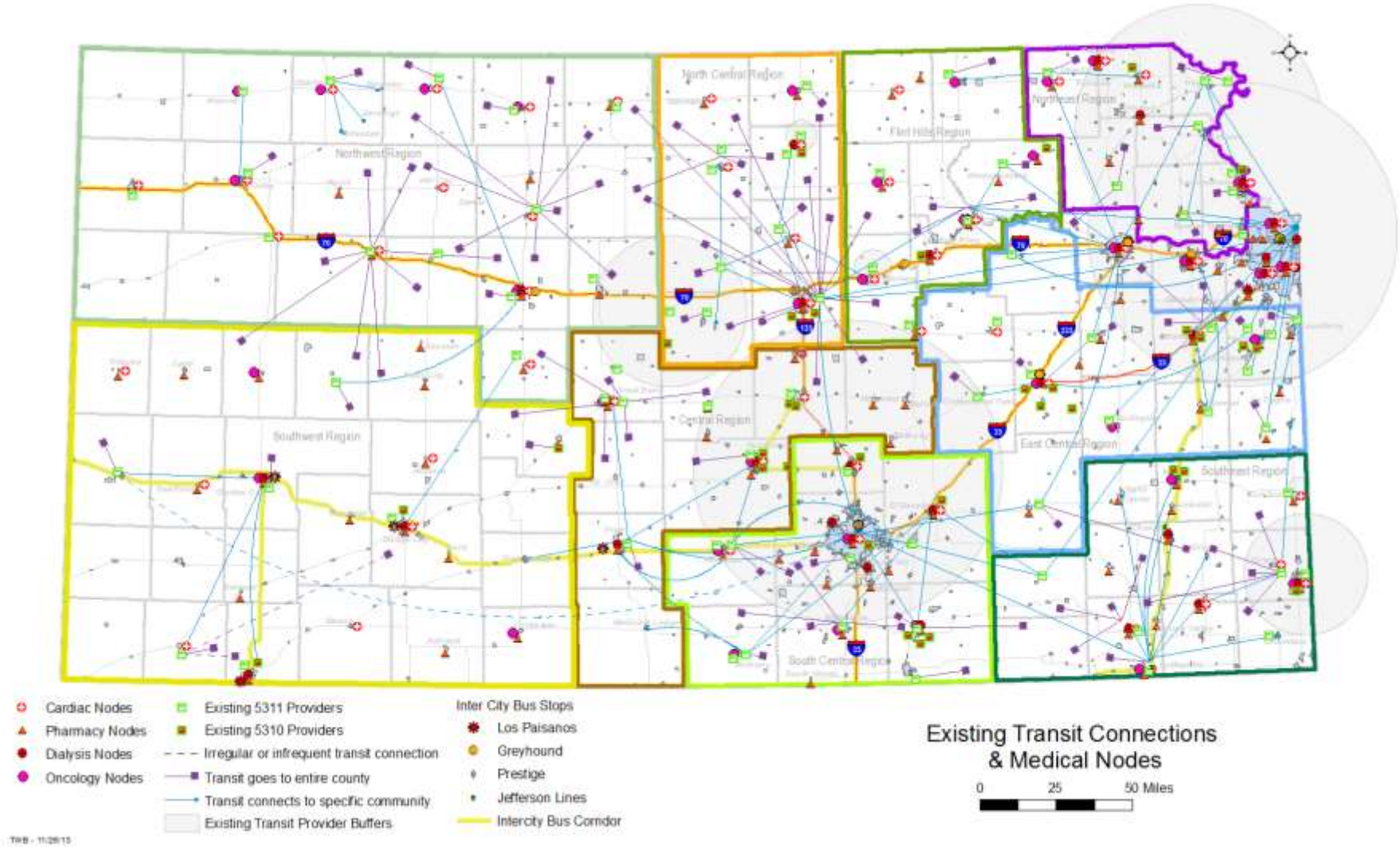
Generally, a number of service characteristics and issues surfaced as a result of the survey responses. Some of the more predominant service characteristics and emerging coordination issues included the following:

- Several agencies provide travel well outside of their city or county while many others are restricted to jurisdictional boundaries. Geographical boundaries and restrictions are mostly governed by the local body overseeing the agency (e.g., City Council or County Commission).
- Many agencies also provide service to distant cities for special medical procedures such as dialysis.
- Most agencies are operating at 50-100% of their capacity.
- Most agencies provide weekday service only but many agencies would be interested in providing weekend service if funding were available to do so.
- Maintenance procedures typically include pre-and post-trip inspections and routine maintenance based on manufacturer's guidelines and KDOT recommendations.
- Most demand/response services require a 24-hour advance reservation for rides but many will also accommodate same-day requests if capacity is available.
- Most demand/response services require cancellations at least a couple of hours before scheduled pick-up.
- Most agencies have a no-show policy in place. A typical no-show policy initiates a 30-day suspension from service after 2 or 3 no-shows.
- A minority of agencies have been practicing limited coordination with other agencies. The limited coordination that has occurred seems to have resulted in successful fulfillment of client needs through cross-jurisdictional geographies. For the most part, agencies seem somewhat reluctant to work with other regional providers for fear of losing a degree of control over the service that they are able to provide to their clients.
- Agencies cited funding, geography, jurisdictions, and policy issues most frequently as barriers to coordination.

A map, shown in Figure 2, shows the communities that are currently served by transit agencies, as well as existing transit connections and important medical destinations, or "medical nodes". This map was

developed using data from self-reported surveys, interviews and facilitated discussions with transit providers, and information published on agency websites.

Figure 2 Existing Transit Connections and Medical Nodes



PURPOSE & GENERAL DESCRIPTION OF REGIONAL MEETINGS

Regional stakeholder groups were originally tasked to achieve the following goals:

- Determine a region based on transit markets
- Create a coordination model and transit approach that is specific to each region, and develop strategies for meeting customer needs, and
- Determine logistics of governance, local funding, staffing, vehicle maintenance and policies for riders.

For the first round of meetings, stakeholders, including transit providers, local and county level officials, and representatives of other human service organizations were invited for a working session to discuss the needs and service gaps for public transit and human services transportation in their respective region. The study team completed the initial round of regional stakeholder meetings between late-July and the month of August in each region around the state. At each of the meetings, discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. In early-December, stakeholders will be invited to the second round of regional meetings to review the results of the needs survey and discuss region-specific strategies to address locally identified needs and service gaps in their region. A final round of meetings will take place in the spring of 2014 where more developed coordination strategies will be discussed.

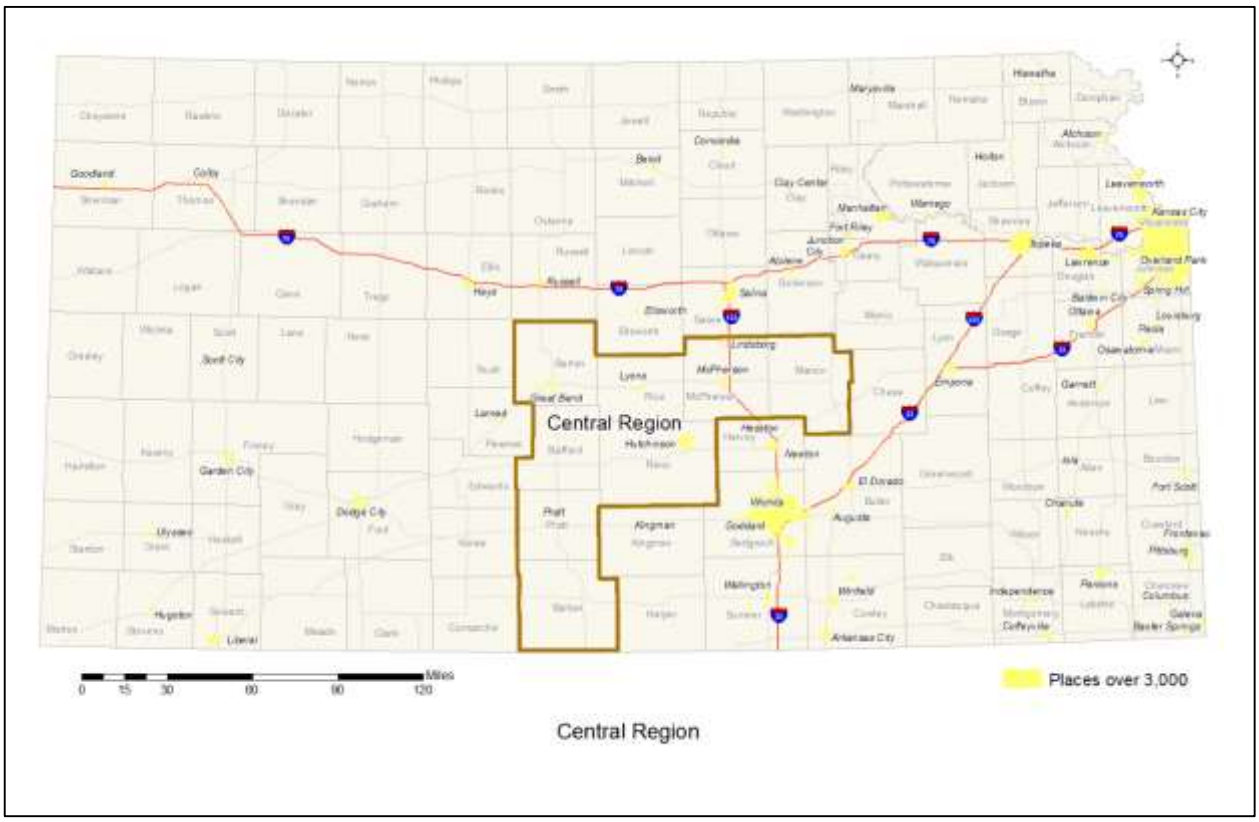
Central

The Central Region encompasses eight counties and parts of CTDs 14, 13 and 6. The cities of Hutchinson, McPherson, Great Bend, Lyons, Lindsborg and Pratt make up the towns with populations over 3,000 people. Residents near larger populated areas have access to multiple transit providers at times, while counties lacking major population centers often have less opportunities to use transit. Public transit service transports riders to each of the eight counties, but three of the eight counties are currently without either 5310 or 5311 transit providers located within their boundary including Barber, Stafford and Marion Counties. Demographic data for each county in the Central Region is noted in Appendix IV.

The eight counties located in this region include:

- Barber County
- Barton County
- McPherson County
- Marion County
- Pratt County
- Reno County
- Rice County
- Stafford County

Figure 3 Statewide Map – Central Region



LIST OF PROVIDERS

Providers identified in the Central Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[1]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

City of Great Bend Commission on Aging (COA) – City of Great Bend COA offers service within the city limits and cab service no farther than a three-mile radius outside of town. The COA operates four ADA accessible vehicles. The service provides nearly 400 monthly rides and operates weekdays 7:00 a.m. TO 5:00 p.m. and cab service from 5:00 a.m. to 6:30 p.m. The cost for services varies depending on whether it is the COA or the cab service. Bus service is $1.50 each way, while the cabs charge $4 each way and double that for trips outside the city limits of Great Bend.

City of Hoisington Commission on Aging – The City of Hoisington Commission on Aging offers service within Hoisington city limits, although sometimes travels to Great Bend. On-demand service is provided Mondays through Fridays between 9:00 a.m. and 4:00 p.m. Fares are $1 per trip, or $2 per round trip.

McPherson County Council on Aging – McPherson County COA is based in McPherson with umbrella agencies including the McPherson Senior Center, Inman, Lindsborg and Moundridge. A total of five vehicles are operated, all being ADA accessible. The COA provides on-demand service during weekdays from between 8 and 9:00 a.m. to 2:00 p.m. and as late as 4:00 p.m. Service fares range from $1 to 2 per trip to charging $0.55 per mile. Fares are also based on the number of riders and miles.

Pratt County Council on Aging – Pratt County COA provides service to people within Pratt County, plus trips to Wichita, Hutchinson, Great Bend, Greensburg, and Kingman. Currently, the COA based in Pratt operates one ADA accessible passenger van and 2 other vehicles. The agency provides approximately 200 monthly rides. Its service hours are weekdays 9:00 a.m. to 5:00 p.m. Costs of service includes $0.50 per trip and every stop.

Reno County Public Transportation Department – Reno County offers fixed route service within Hutchinson and South Hutchinson, demand response within mostly city limits, and county-wide on-demand service. The service, based in Hutchinson operates 18 ADA accessible vehicles providing approximately 1,600 monthly rides. Reno County operates weekdays 6:00 a.m. to 7:00 p.m. and Saturdays 7:00 a.m. to 6:00 p.m. While demand response charges $2 per trip, fixed route service is $1 per trip for adults, and $0.50 for children, students, disabled and the elderly.

[1] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

Rice County Council on Aging – Rice County COA provides service to people within 100 miles of the county line. The service, based in Lyons operates four ADA accessible vehicles providing nearly 6,000 trips. The COA has operating hours during the weekdays from 8:00 a.m. to 4:00 p.m. providing almost 120 monthly rides.

Sunflower Diversified Services – Sunflower Diversified offers service to people in Barton, Rice, Rush, Pawnee and Stafford Counties. Currently, the service, based in Great Bend operates ten ADA accessible vehicles during the week from 6:00 a.m. to 10:00 p.m., and during the weekend from 8:00 a.m. to 4:00 p.m. only in Great Bend. Sunflower provides approximately 1,500 monthly rides for their deviated fixed route system. Fares cost $2 per ride.

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

Bethany Home - Lindsborg

Buhler Sunshine Home, Inc.

Disability Supports of the Great Plains – Hutchinson

Disability Supports of the Great Plains – McPherson

Lyons Good Samaritan

Multi-Community Diversified Services

Training and Evaluation Center of Hutchinson (TECH)

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand their existing capabilities, service characteristics, and their input on regional coordination. All seven 5311 providers in the Central Region returned the survey including the City of Hoisington/C.O.A, City of Great Bend C.O.A., McPherson County C.O.A. – Senior Centers, Pratt County C.O.A., Reno County Area Transportation, Rice County C.O.A. and Sunflower Diversified Services.

Operational Characteristics

The two largest transit providers in the Central Region in terms of ridership and scope of service are Sunflower Diversified Services with over 46,000 annual trips travelling over 326,000 total annual miles and the Reno County Public Transportation Department taking nearly 100,000 annual trips for a total of over 286,000 annual miles for their fixed route system.

Among the various transit providers, service areas range from allowing only trips within a city to trips across multiple regions covering entire counties or individual cities. Operating hours are mostly restricted to weekday business hours. Only Reno County and Sunflower offer weekend service, with Sunflower offering the only service on Sunday.

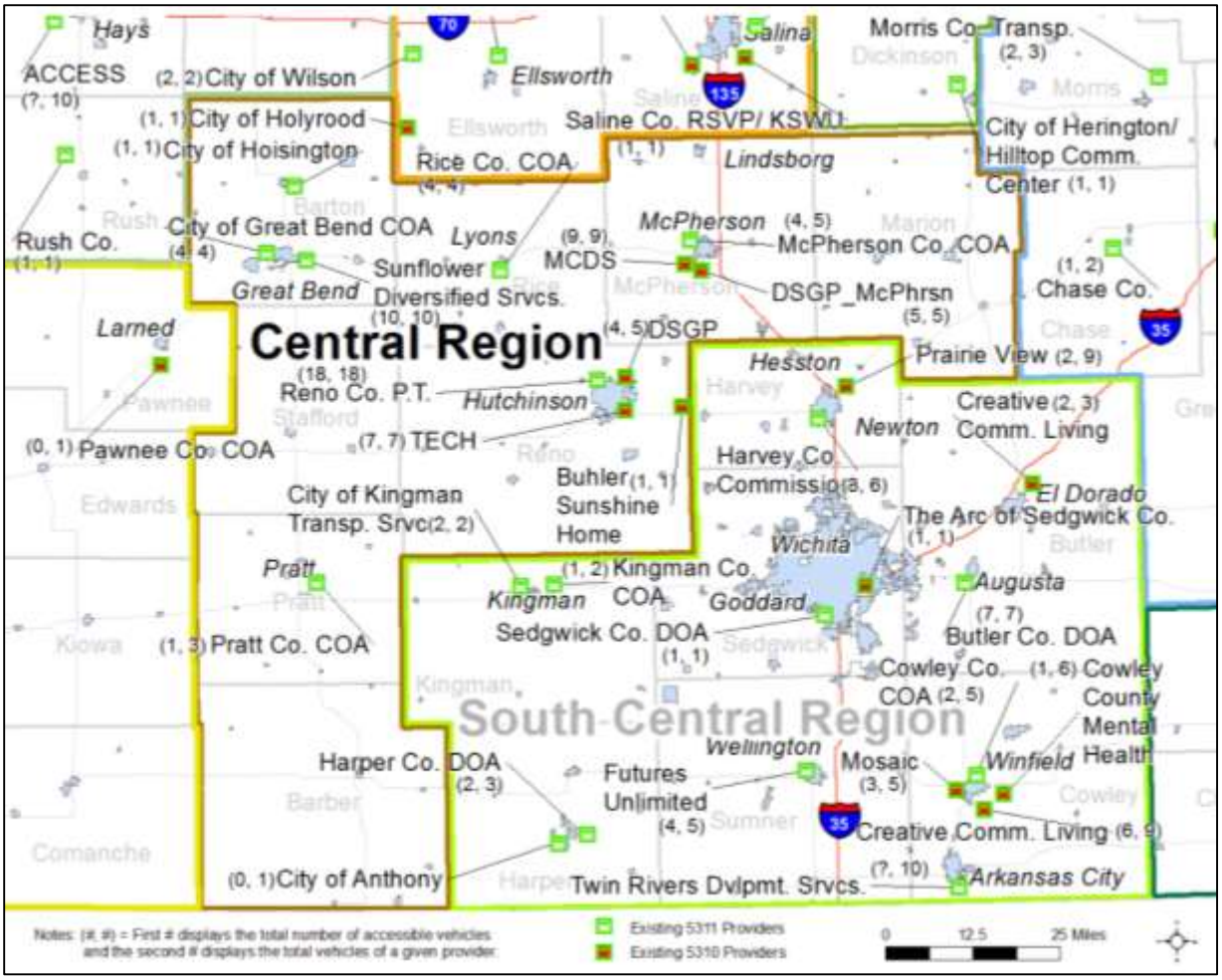
Identified Issues Related to Transit Coordination

With the exception of Reno County's discussions with Harvey and McPherson Counties, providers have limited experience with inter-regional coordination. Obstacles to future coordination are cited as issues related to jurisdictional territories, funding, and regulatory challenges. Providers also expressed opportunities to improve current services by implementing feeder lines into the larger communities, coordinating especially with larger providers and improving accessibility to seniors and the disabled.

REGION FOCUSED MAP

Figure 4 displays the location of 5311 and 5310 providers in the Central Region.

Figure 4 Central Region - 5311 & 5310 Providers Map



REGIONAL MEETING SUMMARY

An initial stakeholder meeting was held in the Central Region in Hutchinson on August 21st, 2013. The meeting discussion included an overview of the project, unmet customer needs and service/operations gaps that providers encounter in their areas. Transportation providers from City of Hoisington, Pratt County COA, Multi-County Diversified Services (MCDS), Sunflower Diversified, Disability Supports of the Great Plains (DSGP), McPherson County COA, Bethesda Home, City of Great Bend COA, Buhler Sunshine Home, and RCAT were present. Representatives from McPherson County Community – retired, KDOT, Barton County, and Prairie Independent Resource Center were also present. 5311 recipients were required to be present at the meeting.

General Discussion:

- There are many movements toward Wichita.
- Sunflower Diversified – Sara Krom receives many requests from Pawnee County which typically doesn't move to the Southwest Region in which Pawnee County is currently assigned.
    - Sunflower also operates in Barton, Rice, Rush and Stafford Counties.
- Kiowa and Stafford County probably has a meal service vehicle.
- Great Bend provides service to Stafford County.
- RCAT provides service only within Reno County.
- Trips to Pawnee could cause a restructuring of zones.
- Sunflower is subsidized by developmental disabilities of those 5 counties serviced. They do not secure any dedicated transit funds.
- Smaller areas use volunteers to take patients to appointments.
- Some hospitals have their own transportation services.
- Manufacturing plants also offer transportation services.

Challenges:

Stakeholders identified challenges that faced both the providers themselves and the study team. In regards to the providers, their efforts to coordinate are effected by limitations like county lines, narrow flexibility in trip purpose, and riders' sensitivity to longer wait times at bus stops, especially patients travelling to dialysis appointments. Challenges facing the study team include citizens' limited awareness of transit options and counties' desire to protect tax payer's money while providing service to other counties.

- Stafford and Pawnee Counties used to have service, but got out of 5311 program because of the program requirements. They really acted like a 5310 provider. Demand was not very strong for transit.
- Some previous providers no longer use programs because of current administrative requirements.
- RCAT is limited to its county boundary, and county commission doesn't want their buses traveling outside the county lines.

- Vans servicing senior citizens for lunch generally don't want to travel outside of the region due to their lunch service commitments.
- Republic, Ottawa, and Cloud Counties did have issues with fare agreements in the past.
- People know that service limits exist, so they don't think to call service. This makes ridership demand hard to gauge.
- How can models be developed that will protect the home county taxpayers, while providing service to adjacent counties.
- Hospital patients are sensitive to wait times at bus stops.
- Difficult to gauge ridership demand, since many areas either don't have transit, or only have transit during limited hours.

Needs:
Whether communities are small or large, the need for increased transit service was often mentioned. For smaller communities, acquiring able drivers is difficult. These providers hire either part-time or volunteer staff to keep benefits costs down, further limiting their capability to have longer spans of service. Some of these drivers have health issues themselves; limiting their time behind the wheel. For cities/counties with transit, there may be local service, but there is a need for additional connections to other places with local service.

- There is no rural McPherson County transit and local service is lacking.
- There is a demand for service between Hays, Salina, and Wichita, but no current service.
- Acquiring drivers can be difficult
- City of Hoisington – Pat said her provider is limited in available service due to their staff of volunteer drivers, and fares are 25 cents.
- Some counties have transit service, but limited trips to local destinations, rural areas of the county.
- Fares are affordable, but do not assist in the overall cost of service.

Existing Coordination:
- Great Bend provides service to Stafford County
- There are many movements to Wichita
- Sunflower offers service to Barton, Rice, Rush and Stafford Counties
- Informal coordination is done between providers, but no trip chaining
- Five counties use funds for developmental disabilities to fund Sunflower Diversified

Opportunities:
After speaking with the Central Region stakeholders it was found that informal coordination, listed above, already occurs between providers. While this may be informal, it could mean that current efforts could be expanded to connect highly traveled destinations like Hays, Salina and Wichita. One avenue that had not been previously discussed in the Northwest or Fort Hays regions was taking advantage of

employee transportation services. Coordinating services with employers would not only increase service, but also develop new funding opportunities.

- Informal coordination is practiced currently, so trip chaining is a likely strategy to implement in the future.
- Opportunities may exist to increase trip coordination to Wichita, Salina, and Hays.
- There may be coordination opportunities between transit providers and Salina Regional Hospital, and Dialysis Center in Hutchinson.
- McPherson County may be able to have their senior vans work with packing plants to provide commute trips.
- Increase coordination in general with manufacturing and meat packing businesses.
- Examine volunteer opportunities in areas with low demand for transit.

SUMMARY OF NEEDS

Central Region Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting areas within the region and across the state. Once the needs and barriers were listed, the study team identified agencies positioned to address each need based on the agency's service capacity, service responsibility, and amount effected by each need/barrier. Table 1 contains the results of the needs assessment for the Central Region.

Central Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of the needs identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with the level of importance of each need/barrier in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Ten providers completed the survey from this region. The highest priority, sixty-percent, responded the most need was in assessing the feasibility for "some level of service" in counties currently without service. Fifty-percent agreed the next highest level of need is to address policy barriers in crossing jurisdictional boundaries. The two lowest priorities, with sixty-percept responding 'low', are assisting with training and managing for volunteers, as well as coordinating with large employers and destinations for trip scheduling. The top moderate level priorities for the region are, establishing a link between local and inter-regional transit at seventy-percent, and addressing insufficient geographic coverage at fifty-percent, ranking as moderate. Noted in the results, coordinating with large employers and destinations for trip scheduling is ranked as a top low priority, and was not ranked by any provider as a high priority. Refer to Appendix III for the survey results.

Table 1 Central Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																Comments
	Sunflower Diversified Services	Pratt County Council on Aging	McPherson County	Rice County COA	Reno County Public Transportation	City of Great Bend (COA)	City of Hoisington (COA)	Buhler Sunshine Home	Disabilities Supports of the Great Plains (Hutchinson)	Disability Supports of the Great Plains (McPherson)	MCDS	TECH	Kansas DOT	Other Social Service Agencies	Private/ Intercity Transportation	Providers from adjacent regions	
Alleviate fear of paperwork/rules associated with being a 5310 or 5311 provider.													✓				
Overcoming service limitations based on jurisdictional boundaries.	✓	✓	✓	✓	✓								✓				Counties or entities that could address their county commissioners should a mechanism be determined to allow funding of services that cross county-boundaries.
Increase coordination with not only transit providers, but also hospitals, higher education and major employers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		Consider regional hospitals, like Salina Regional Hospital and the Dialysis Center in Hutchinson, in coordination strategies.
Improve education to the public on current transit service offered.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Develop policies to accommodate frail passengers when coordinating trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Patients with a low-quality of health have a harder time waiting for vehicles to arrive than able-bodied riders.
Improve service coverage to rural McPherson County.			✓	✓	✓					✓	✓		✓				

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																Comments
	Sunflower Diversified Services	Pratt County Council on Aging	McPherson County	Rice County COA	Reno County Public Transportation	City of Great Bend (COA)	City of Hoisington (COA)	Buhler Sunshine Home	Disabilities Supports of the Great Plains (Hutchinson)	Disability Supports of the Great Plains (McPherson)	MCDS	TECH	Kansas DOT	Other Social Service Agencies	Private/ Intercity Transportation	Providers from adjacent regions	
Provide more long-distance trips to regionalized services	✓	✓	✓		✓								✓				Wichita, Hays, and Salina were mentioned as particularly popular destinations. Jurisdictional restrictions are current limitations.
Substitute paid staff for volunteer drivers where demand exceeds capacity.							✓						✓				
Additional funding may be required to meet critical needs.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Incorporate trip chaining strategy when offering longer trips.	✓	✓	✓	✓	✓								✓			✓	
Examine opportunities to extend service to un-served areas	✓	✓			✓								✓	✓		✓	Particularly to expand service to Marion County, Barber County. OCCK provides trips from Marion.
Counties with transit still need connections to local destinations and rural areas of the county.	✓	✓	✓	✓	✓								✓			✓	
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Lyons has limited demand for transit making it difficult for those few who need the service.	✓		✓	✓	✓								✓				

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																Comments
	Sunflower Diversified Services	Pratt County Council on Aging	McPherson County	Rice County COA	Reno County Public Transportation	City of Great Bend (COA)	City of Hoisington (COA)	Buhler Sunshine Home	Disabilities Supports of the Great Plains (Hutchinson)	Disability Supports of the Great Plains (McPherson)	MCDS	TECH	Kansas DOT	Other Social Service Agencies	Private/ Intercity Transportation	Providers from adjacent regions	
Expand service span for dialysis appointments or other trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Specifically weekends, early mornings and evenings.
Coordinate local budget cycles with KDOT grant cycle to ease coordination.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Form consortiums for liability insurance among multiple providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

East Central

The East Central Region encompasses 11 counties and parts of CTDs 5, 9, 10 and 11. The cities of Emporia, Ottawa, Osawatomie, Louisburg, Paola, Spring Hill and Garnett make up the towns with populations over 3,000 people. While population is concentrated more near the eastern side of the region, there is either a 5310 or 5311 provider stationed in each of the 11 counties representing the East Central Region. Demographic data for each county in the East Central Region is noted in Appendix IV.

The 11 counties located in this region include:

- Anderson County
- Chase County
- Coffey County
- Franklin County
- Greenwood County
- Linn County
- Lyon County
- Miami County
- Morris County
- Osage County
- Wabaunsee County

Figure 5 Statewide Map - East Central Region

LIST OF PROVIDERS

Providers identified in the East Central Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[2]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

Anderson County COA

Chase County – Chase County provides approximately 80 rides with service traveling within the county, and only rarely outside Chase County. The service, based in Cottonwood Falls operates one ADA accessible transit bus and a 12-passenger van during weekdays from 8:00 a.m. to 5:00 p.m. The passenger fare for the service is on a donation basis.

City of Paola/Lakemary Center – Paola provides over 30 rides throughout Miami County, but also as far as Kansas City and Emporia. It operates 9 passenger vans, one ADA accessible, from 7:00 a.m. to 4:30 p.m. during weekdays. The cost of service depends on location. The fare is $10 for roundtrips within the City of Paola, $20 for roundtrips within Miami County, $25 outside the county and $5 for additional stops.

Coffey County Transportation – Coffey County provides around 30 daily rides for county residents. It operates four vehicles, three ADA accessible, weekdays from 8:00 a.m. to 5:00 p.m. Fares are limited to donations based on the rider's destination.

Community Senior Service Center, Inc. – Community Senior Service Center, Inc. offers service to people in the city of Osawatomie, the southern 40% of Miami County, and as far north as Paola. It operates three vehicles, one ADA accessible, weekdays 8:00 a.m. to 4:00 p.m. The Center provides over 100 monthly rides. The cost of service is $1 per trip, while out-of-town trips are adjusted for mileage. Rides to Paola are $5.

Franklin County Services for the Elderly – Franklin County Services for the Elderly provides approximately 1,000 annual rides. Trips to Douglas, Shawnee and Johnson are for medical trips only. They operate four ADA accessible vans and offer service weekdays from 8:00 a.m. to 2:30 p.m. and are based in Ottawa. Fares are based on suggested donations including $1 per round trips in town and $5 per round trips out of town.

[2] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

Greenwood County Council on Aging – Greenwood County COA provides over 1,000 monthly rides to people within the county and offers trips to destinations as far as Wichita or Topeka. The service, based in Eureka is operating five vehicles, 2 ADA accessible, weekdays from 8:00 a.m. to 5:00 p.m. While fares in-town cost $1 per trip, out of town trips cost $10 for each hour travelled.

Linn County Transportation – Linn County offers service countywide and surrounding counties. It operates 2 ADA accessible passenger vans weekdays 8:00 a.m. to 4:30 p.m. The service, based in Mound City provides approximately 50 monthly rides. After determining mileage to each destination, fares include $15 for adjoining counties of Miami, Anderson and Bourbon, $20 to Johnson, Crawford and Neosho Counties, $25 for Franklin County, $30 to Kansas City, $35 to Leavenworth, and $40 to Topeka.

Louisburg Senior Center – Louisburg's Senior Center offers approximately 200 rides within Miami County, Ottawa and La Cygne. The service operates three total vehicles, two ADA accessible, weekdays 8:00 a.m. to 5:00 p.m. Cost for fares include $4 for round trips within Louisburg, $5 within Miami County, and $25 outside of county.

Lyon County Area Transportation – Lyon County Area Transportation offers service within the county and coordinates with Wabaunsee County for out of county rides to Topeka, Manhattan or Kansas City. It operates six ADA accessible vehicles on a deviated fixed route in Emporia from 6:45 a.m. to 6:00 p.m. and a demand response route from 7:30 a.m. to 7:00 p.m. The service, based in Emporia provides 800 monthly rides. Fares for deviated and fixed routes are $1.25 per ride, and $6 for out-of-county coordinated trips where Wabaunsee County charges additional fare. Savings can be made with purchase of monthly or semester passes.

Morris County Transportation

Osage County Council on Aging – Osage County COA provides approximately 500 monthly rides for county residents to destinations within 100-mile radius of Osage City. The COA operates 1 transit bus and 2 passenger vans, one ADA accessible, weekdays from 8:00 a.m. to 5:00 p.m. Trips are routinely taken to Topeka and Emporia in addition to Osage County. Suggested donations include $2 for each in-county scheduled trip, $3 for surrounding county scheduled trips, and $5 per person for unscheduled demand response trips. These donations," rider appreciation trips," can be lower depending on the destination.

Paola Senior Citizens Center, Inc. – Paola Senior Citizens Center offers service within an 8-10 mile radius as well as medical trips to the Kansas City metro area. The Center has two passenger vans, one ADA accessible, and provides nearly 50 rides per month operating weekdays 8:30 a.m. to 3:00 p.m. Fares cost $1 per trip in-town, $5 per trip to Osawatomie, and $25 per round trip to Kansas City.

Wabaunsee County – Wabaunsee County provides nearly 50 rides per month for mostly long-distance destinations. Their service area is not limited and reaches as far as Kansas City and Jamestown, Missouri. They are based in Alma operating two passenger vans, one ADA accessible, weekdays 8:00 a.m. to 4:30 p.m. Fares cost $7 per round trip within the county or adjacent counties and $20 per round trip for non-adjacent counties, including trips to Kansas City.

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

COF Training Services, Inc.

Elizabeth Layton Center

Emporia Presbyterian Manor

Hetlinger Developmental Services, Inc.

Mental Health of East Central Kansas

Paola Association for Church Action, Inc.

Quest, Inc.

Tri-Ko, Inc.

Survey Results Assessment

A survey was given to all 5311 providers in the state of Kansas to understand their existing capabilities, service characteristics, and their input on regional coordination. Of 14 5311 providers in the East Central Region, only two did not fill out the survey including Anderson County DOA and Morris County Transportation.

Operational Characteristics

The two largest providers in terms of ridership and scope of service in the East Central Region are Lyon County Department on Aging (L-CAT) with over 48,000 annual trips totaling 149,000 miles and the Greenwood County Council on Aging taking nearly 30,000 total trips annually for over 68,000 miles. Among those surveyed, ridership ranges from over 100 daily riders to around 2 people per day on average.

Most service areas include the county each provider is located in with multiple providers either taking trips to Kansas City or adjacent counties. Surveyed providers offer routine service on weekdays during normal business hours, but are without any evening or weekend service.

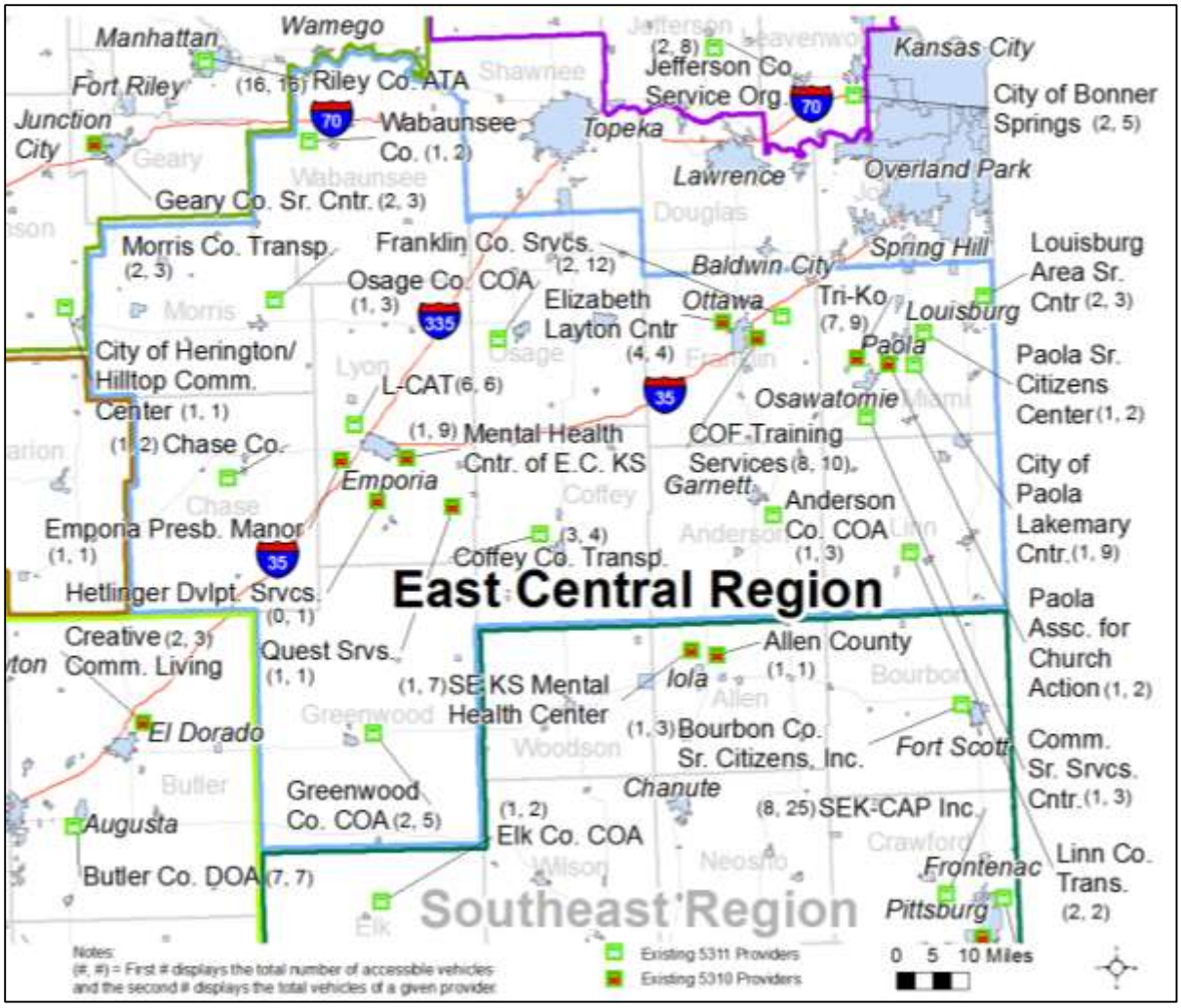
Issues Related to Transit Coordination

Current coordination in the East Central Region is stronger than many other regions. For the providers involved in coordination activities, communication is made with adjacent counties as well as other providers within the same county to provide trips. Agreements with agencies come in the form of reciprocal agreements, meetings at county borders and assistance provided to healthcare or assisted living facilities lacking in transportation capacity. Obstacles preventing further coordination are seen to routinely be issues of limited funding, but also jurisdictional, remote locations and communication difficulties were also recorded. Providers did express opportunities that would also improve current services by better publicizing current service, simplifying daily operations and taking advantage of volunteer drivers when available. Osage County Council on Aging, for example, used volunteer drivers in the past. Before their program was shutdown, they allowed volunteer drivers to transport people to their appointments for a monthly reimbursement of 35 cents per mile driven.

REGION FOCUSED MAP

Figure 6 displays the location of 5311 and 5310 providers in the East Central Region.

Figure 6 East Central Region - 5311 & 5310 Providers Map



Meeting Summary

The study team completed the first round of regional stakeholder meetings during the month of August in each region around the state. At each of the meetings, discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. The notes below include a summary of major themes taken from the meeting in Emporia for the East Central Region Stakeholder Committee.

An initial stakeholder meeting was held in the East Central Region in Emporia on August 22nd, 2013. The meeting discussion included an overview of the project, unmet customer needs and service/operational gaps that providers encounter in their respective areas. Transportation providers from Lakemary Center, Franklin County Services for the Elderly, Louisburg Senior Center, Greenwood County COA, Osage County COA, Paola Senior Center, Lincoln County Area Transit (L-CAT), Anderson County COA, Morris County Public Transportation, Osawatomie General Public Transportation, Wabaunsee County General Public Transportation, Mental Health Center of East Central Kansas, COF Training Services, Coffey County Transportation, Chase County GPT, and Emporia Presbyterian Manor were present. Representatives from KDOT were also present. 5311 recipients were required to be present at the meeting.

General Discussion Items:

- Greenwood County has a lot of movement towards Wichita and has strong ties to both Emporia and Wichita.
- Linn County has north movement and south movement into the Southeast Region.
- Wabaunsee sends people to many different counties, but they felt being in this less urbanized region was more appropriate than being in the Flint Hills Region.
- Franklin County does not leave the county.
- Greenwood serves to Wichita, but only has a minivan and a sedan. They also transport people to Neosho.
- Anderson County goes to Ottawa once-a-week and to Lawrence once-a-month.
- Chase County travels to Emporia, but the trip requires a minimum of two hours.

Challenges:

Challenges in coordination for this region involve difficulty to coordinate with doctors, restrictions on riders' trip purposes and jurisdictional boundaries. Intercity trips were also thought to take away service from other potential clients and disliked by elected officials when crossing county boundaries.

- There is a difficulty of coordinating doctor appointments.
- L-CAT only can make medical trips within Lyon County.

Needs:
Providers expressed a need to not only acquire more funding, but also a greater emphasis on educating people on what transit is currently provided.

- Reasons for counties lacking effective transit service include:
  - Funding is the main limitation
  - Both boards and commissioners preclude going across county lines
  - Difficult to find evening drivers
  - Unaware of weekend or evening demand because they haven't explored it.
- There needs to be more education of the current services provided.

Existing Coordination:
- Miami coordinates with providers like Louisburg
- L-CAT sends clients on Wabaunsee County vehicles to Topeka at least 1 to 2 times a month. They also refer people to Coffee County.
- Chase County has thought about calling Lyon County for trips to Emporia, but that is easier said than done.
- Greenwood Co. connected well with Emporia, Wichita and Neosho.
- Chase Co. makes trips to Emporia
- Anderson Co. goes to Lawrence and Emporia

Opportunities:
Some coordination already exists between providers. Waving toll fees on the Turnpike for transit providers could increase coordination.

- Formalize existing coordination.
- Explore with KTA to not charge transit providers every time they get off the turnpike to pick-up riders.
- Coffey County wants to figure out how to deal with reporting, monitoring, and reporting ridership. They can go to any hospital and the Kansas City International Airport.

SUMMARY OF NEEDS

East Central Region Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting areas within the region and across the state. Once the needs and barriers were listed, the study team identified the best agencies to approach them based on the agency's service capacity, service responsibility, and amount

effected by each need/barrier. Table 2 contains the results of the needs assessment for the East Central Region.

East Central Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of those identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with the level of importance of each need/barrier in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Fourteen providers submitted survey responses in this region. The number one ranking priority, with seventy-nine percent of respondents ranking it as high, is to increase the awareness of transit service. The next highest priority ranked as high by fifty-seven percent of the respondents, is to establish a link between local service and inter-regional transit service. Fifty-percent of respondents ranked enhancing the perception of transit, as well as assessing feasibility of "some level of service" in those areas without service as high priorities. Ninety three percent of providers responding in this region ranked assistance with training and managing of volunteers and employees as a low priority. The next lowest priorities were ranked as low by fifty-percent of the respondents, and those are the need to address policy barriers in crossing jurisdictional boundaries, and the need to address insufficient geographic coverage. The moderate ranking priorities in this region were fairly split, with only one ranked as moderate by fifty-percent or more of the respondents, and that is more coordination with medical providers and other destinations to on trip scheduling. Refer to Appendix III for the survey results.

Table 2 East Central Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																									
	Chase County	Franklin County Services for the Elderly	Greenwood County COA	Osage County Council on Aging	Lyon County Department of Aging	Wabaunsee County	Community Senior Service Center	City of Paola/Lakemary Center	Paola Senior Citizens Center, Inc.	Linn County Transportation	Morris County Transportation	Anderson County COA	Coffey County Transportation	Louisburg Area Senior Center	Tri-Ko	Paola Assoc. for Church Action	Quest Services (Hartford)	Mental Health Center of EC KS	Heltinger Developmental Services	Elizabeth Layton Center	Emporia Presbyterian Manor	COF Training Services	Kansas DOT	Other Social Service Agencies	Private/ Intercity Transportation	Providers from adjacent regions
Provide more long-distance trips to regionalized services.		✓	✓			✓				✓		✓	✓										✓			
Improve coordination between transportation providers and health care providers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
Improve education to the public on current transit service offered.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Formalize existing informal coordination efforts.	✓		✓		✓	✓	✓	✓	✓					✓	✓	✓							✓			
Assist providers with reporting and monitoring ridership.[3]																							✓			
Communicate with KTA about waving toll fees on turnpikes for active providers.	✓		✓		✓	✓																	✓			
Form consortiums for liability insurance among multiple providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

[3] Coffey County expressed interest in receiving help in following ridership patterns.

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																								
	Chase County	Franklin County Services for the Elderly	Greenwood County COA	Osage County Council on Aging	Lyon County Department of Aging	Wabaunsee County	Community Senior Service Center	City of Paola/Lakemary Center	Paola Senior Citizens Center, Inc.	Linn County Transportation	Morris County Transportation	Anderson County COA	Coffey County Transportation	Louisburg Area Senior Center	Tri-Ko	Paola Assoc. for Church Action	Quest Services (Hartford)	Mental Health Center of EC KS	Heltinger Developmental Services	Elizabeth Layton Center	Emporia Presbyterian Manor	COF Training Services	Kansas DOT	Other Social Service Agencies	Private/ Intercity Transportation	Providers from adjacent regions
Alleviate fear of paperwork/rules associated with being a 5310 or 5311 provider.																							✓			
Additional funding may be required to meet critical needs.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Expand service span for dialysis appointments or other trips[4].	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Coordinate local budget cycles with KDOT grant cycle to ease coordination.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Overcoming service limitations based on jurisdictional boundaries.	✓	✓	✓	✓	✓	✓				✓	✓	✓	✓										✓			
Examine opportunities to extend service to un-served/under-served areas	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓

[4] Explore potential demand for weekend and evening transit service.

Flint Hills

The Flint Hills Region encompasses seven counties and parts of CTDs 4, 5 and 7. The cities of Manhattan, Abilene, Wamego, Junction City, Marysville and Clay Center make up the towns with populations over 3,000 people. Residents near larger populated areas have access to multiple transit providers at times, while counties lacking major population centers often have less opportunity to use transit. Public transit service transports riders to each of the seven counties and all seven counties currently have either 5310 or 5311 transit providers located within their boundaries. Demographic data for each county in the Flint Hills Region is noted in Appendix IV.

The seven counties located in this region include:

- Dickinson County
- Geary County
- Clay County
- Riley County
- Pottawatomie County
- Washington County
- Marshall County

Figure 7 Statewide Map - Flint Hills Region

Flint Hills Region

LIST OF PROVIDERS

Providers identified in the Flint Hills Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[5]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

- Clay County Task Force, Inc.
- City of Abilene
- City of Herrington/Hillside Community Center
- Marshall County Agency on Aging
- Flint Hills Area Transportation Agency, Inc.
- Pottawatomie County Transportation

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

- Geary County Senior Center
- Twin Valley Developmental Services, Inc.
- Pawnee Metal Health Services, Inc.
- Via Christi Village (Formerly St. Joseph)
- Community Healthcare System, Inc.

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand the existing capabilities and service characteristics of each provider and to gather their input on regional coordination. All six of the 5311 providers filled out the survey. A summary of the region's survey results is contained at the end of this section.

[5] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

Operational Characteristics

The largest transit provider in the Flint Hills Region is the Flint Hills Area Transportation Agency, Inc. with over 70,000 annual demand/response trips and nearly 183,000 fixed route trips. The demand/response service represents over 254,000 annual miles of travel while the fixed route service represents over 238,000 miles of travel.

Service areas range from allowing only trips within a city to trips across multiple regions covering entire counties or individual cities. Operating hours are mostly restricted to weekday business hours. Only the Flint Hills Area Transportation Agency, Inc. offers weekend service.

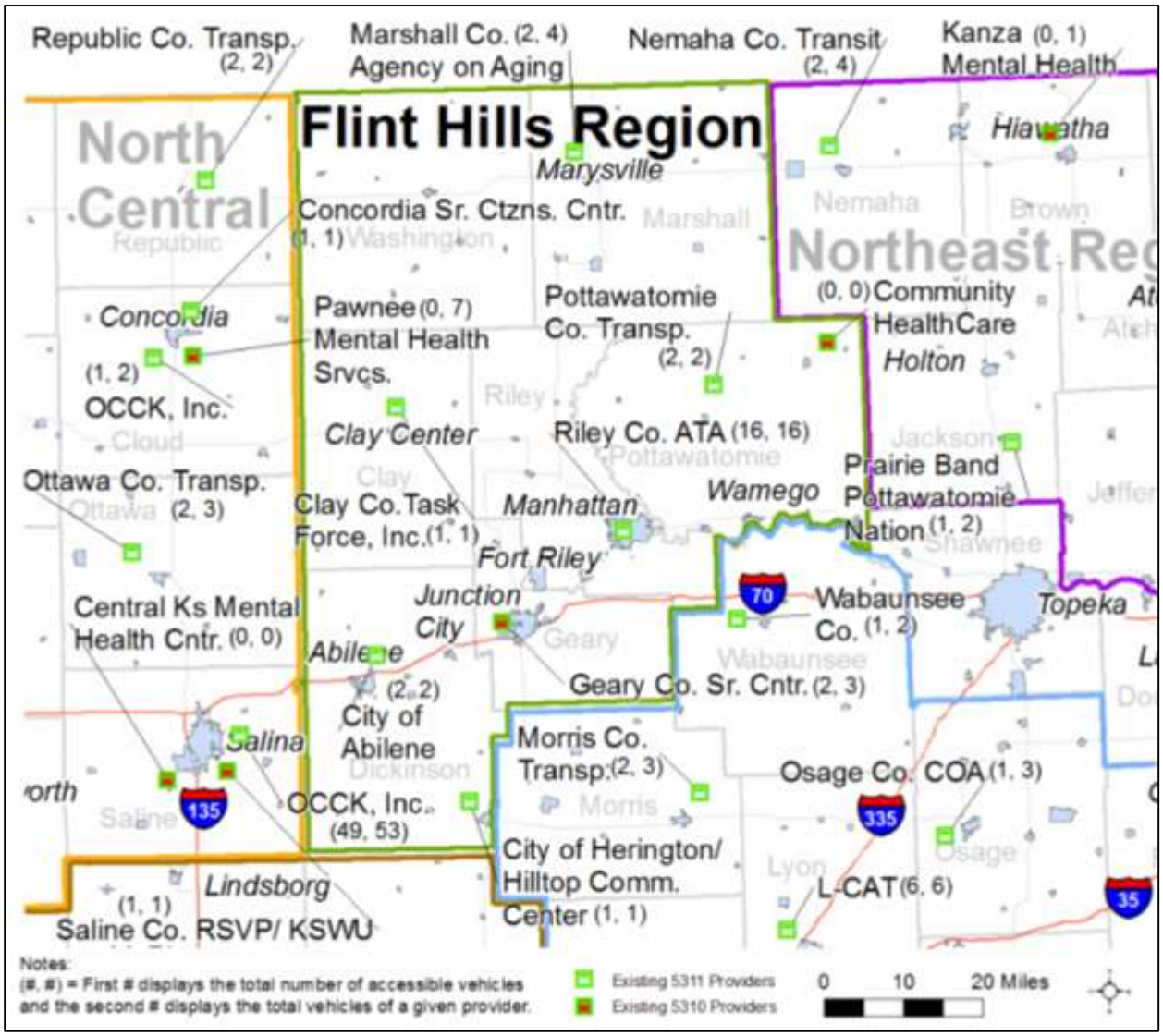
Thoughts on Coordination

While most of the providers have limited regional coordination experience, a limited degree of coordination is occurring between the Flint Hills Area Transportation Agency, Inc. and the Counties of Washington, Marshall and Pottawatomie. In addition City of Herrington provides limited coordination with the Good Samaritan Village. Obstacles to future coordination are cited as issues related to jurisdictional territories, funding, communication, software and regulatory challenges. Providers also expressed opportunities to improve current services by coordinating services to Topeka and Kansas City.

REGION FOCUSED MAP

Figure 8 displays the location of 5311 and 5310 providers in the Flint Hills Region.

Figure 8 Flint Hills Region - 5311 & 5310 Providers



REGIONAL MEETING SUMMARY

The study team completed the first round of regional stakeholder meetings during the month of August in in each region around the state. At each of the meetings discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. The notes beginning on the next page include a summary of major themes taken from the meeting in Hutchinson for the Flint Hills Region Stakeholder Committee.

FLINT HILLS REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM MANHATTAN

Manhattan Meeting **August 27, 2013**

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Twin Valley Development Services Inc., the Geary County Senior Center, the Big Lakes Developmental Center, Inc., the Marshall County Agency on Aging, the Flint Hills Area Transportation Agency, the City of Herrington, the Clay County Task Force Inc., the City of Manhattan, the Flint Hills MPO, the City of Abilene, and the Flint Hills Regional Council. The Geary County Senior Center is a recipient of 5310 funding.

Josh Powers, Cory Davis, Stacey Cowan and Connie Spencer represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Flint Hills Area Transportation Agency (FHATA): Operates both demand/response and fixed route systems in Riley, Geary and West Pottawatomie Counties and will travel as far as Salina, Topeka and Nebraska. The demand/response service operates Monday through Friday from 6:00 a.m. to 6:00 p.m. The fixed route service operates Monday through Friday from 6:00 a.m. to 7:00 p.m. and on Saturdays from 8:00 a.m. to 7:00 p.m. The demand/response service carries over 12,000 rides per month while the fixed route service carries approximately 4,600 rides per month. Along with its own area, the agency provides central dispatch for Marshall and Washington Counties. Coordination with

Geary County has gone well. Coordinating with the other counties has been somewhat more challenging.

City of Herrington: Operates demand/response service within the city limits of Herrington on Monday through Friday from 8:00 a.m. to 4:00 p.m. The service carries about 200 rides per month. The service has picked up a lot of military rides in the past year. The service currently coordinates locally with the Good Samaritan Village and local hospital.

City of Abilene: Operates demand/response serve within a 6-mile radius of the city limits of Abilene weekdays from 8:00 a.m. to 5:00 p.m. The service carries about 900 rides a month. Funding has largely limited any ability for the City to coordinate with other providers.

Marshall County Agency on Aging: Operates primarily in Marshall County but will go as far as Manhattan, Topeka, Seneca, as well as Beatrice and Lincoln NE. The service operates weekdays from 8:00 a.m. to 4:30 p.m. The service carries about 250 rides per month.

Flint Hills Regional Council (FHRC): Recommends that Morris and Wabaunsee Counties be included in the Flint Hills region. Dickinson could go either way (with Flint Hills or other region). Dickinson County currently has towns that are not served by transit (like Solomon). The FHRC suggested that KDOT provide examples of how additional regional coordination could benefit the region. Coverage is often dictated by funding.

Pottawatomie County: Operates demand/response service primarily within the County limits but will go as far as Manhattan and Topeka. The service operates weekdays from 8:30 AM to 4:30 PM. The service is managed by Dustin Trego and carries just over 8,000 rides per year. The County has coordinated with Flint Hills ATA on a fairly regular basis to connect riders for service to the southwest area of Pottawatomie County and has been doing so for several years.

Current Coordination:

The FHATA has worked with OCCK to provide coordinated rides from Abilene to Manhattan. Training and maintenance are already being coordinated and ATA would like to coordinate insurance and fuel costs as well. FHATA dispatches for Marshall County. Specific vehicles are assigned by the counties; itineraries are sent out the night before and counties decide the dispatch schedule. Geary County partnership with FHATA has gone well. FHATA also has an informal relationship with Clay County, and works with Pottawatomie County.

Barriers to coordination:

- Distances, limited vehicles and personnel.
- Takes an entire day to take one rider to Topeka or Kansas City for medical purposes.
- ATA short on staff and drivers (currently short 3 drivers).
- Expanding service area with current budgets would reduce service levels across the board.

- Has KDOT considered regional transit authorities? County Commissioners need to understand the business case behind coordinated transit rather than just requiring additional funding.

Opportunities:

- Increased service to Abilene (Russell Stover employment).
- Increased service along Highway 24 corridor to Highland Community College in Wamego.
- Education/awareness of available services.
- One bus service scheduled for Topeka and Kansas City.

ATA has coordinated with eye clinics in Topeka to arrange specific days for transit service. Such arrangements with other medical facilities could help provide operating efficiencies by allowing multiple riders for same-day medical trips.

General agreement was expressed that operating efficiencies could be improved and "taxi service" could be cut back.

SUMMARY OF NEEDS

Flint Hills Region Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting within the region and across the state. Once the needs and barriers were listed, the study team identified the best agencies to approach them based on the agency's service capacity, service responsibility, and amount effected by each need/barrier. Table 3 contains the results of the needs assessment for the Flint Hills Region.

Flint Hills Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of the needs identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with each need's level of importance in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Refer to Appendix III for the survey results.

Table 3 Flint Hills Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in Blue Applicable statewide in green	Agencies Positioned To Address Need											Comments
	Twin Valley Developmental Services, Inc.	City of Abilene	Flint Hills Area Transportation Agency	Potawatomie County Transportation	Jefferson County Service Organization	Marshall County Area on Aging	City of Herrington/ Hilltop Community Center	Clay County Task Force Inc.	Kansas DOT	Private/ Inter-city Carriers	Other Social Service Agency	
Establish connections to Kansas City, Topeka and Wichita	✓		✓	✓	✓				✓	✓		
Enhance public education/awareness of available services in Flint Hills Region	✓	✓		✓	✓	✓	✓	✓	✓			Branding, promotion, market research, and outreach is a core mobility management activity.
Expand connections to critical regionalized services	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Other agencies include health care providers, foster care providers, immigrant service organizations, and transportation providers.
Examine opportunities to extend service to Abilene (employment) and along the Highway 24 corridor			✓	✓				✓	✓			
Coordinate with medical facilities/institutions for appointment scheduling to improve transit operational efficiencies	✓	✓	✓	✓	✓	✓		✓	✓			
Formalize existing informal coordination efforts			✓			✓			✓			
Form consortiums for liability insurance among multiple providers	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Overcome service limitations based on jurisdictional boundaries		✓		✓	✓	✓	✓	✓	✓			
Fleets are not always best suited to the trip. For example, minivans or passenger cars are more appropriate in some cases than buses or vans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A view toward "right-sizing" the fleet needs consideration.
Consideration of a broader range of solutions to mobility issues (carpool, vanpool, car sharing, public transportation, private carriers, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Additional funding may be required to meet critical needs; state and local budget processes must be coordinated	✓	✓	✓	✓	✓	✓	✓	✓	✓			

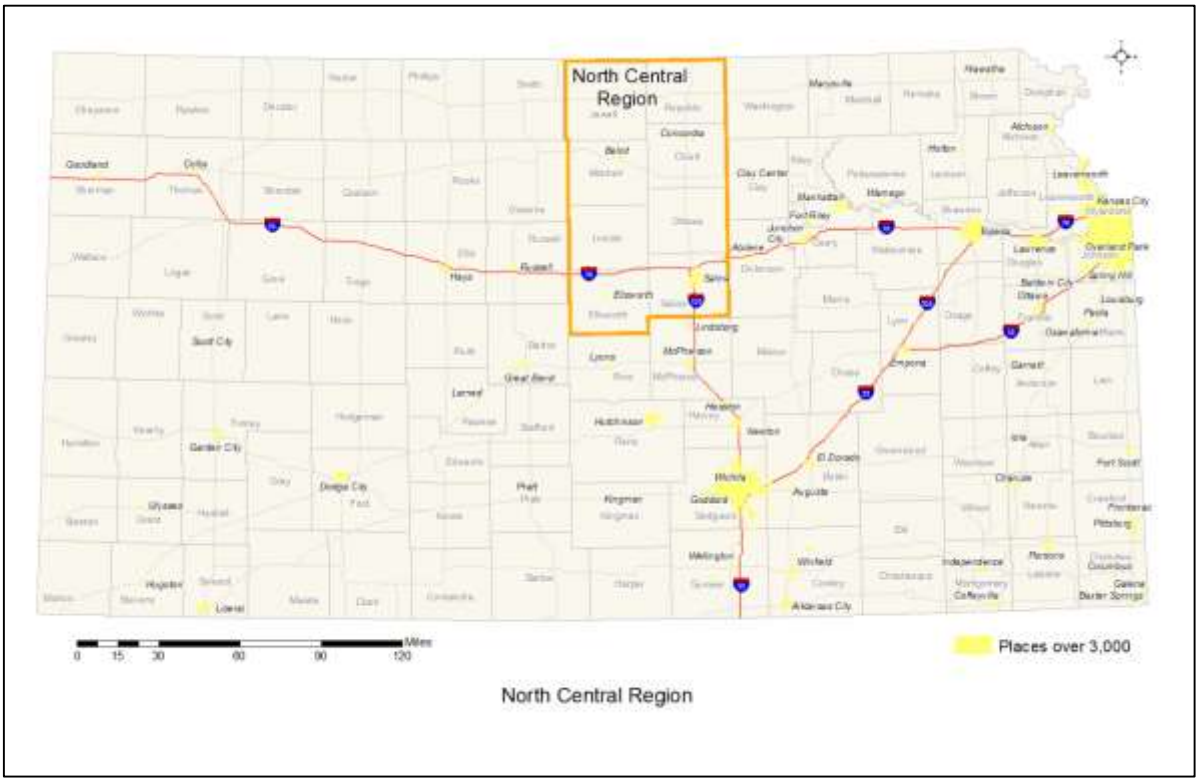
North Central

The North Central Region encompasses eight counties and represents a major portion of CTD 7. The cities of Salina, Beloit, Concordia, and Ellsworth make up the towns with populations over 3,000 people. Residents near larger populated areas have access to multiple transit providers at times, while counties lacking major population centers often have less opportunity to use transit. Public transit service transports riders in seven of the eight counties with limited service to the eighth county of Jewell. Seven of the eight counties (excluding Jewell) currently have either 5310 or 5311 transit providers located within their boundaries. Demographic data for each county in the North Central Region is noted in Appendix IV.

The eight counties located in this region include:

- Saline County
- Ellsworth County
- Lincoln County
- Ottawa County
- Mitchell County
- Cloud County
- Republic County
- Jewell County

Figure 9 Statewide Map - North Central Region



LIST OF PROVIDERS

Providers identified in the North Central Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[6]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

- Concordia Senior Citizens Center
- Ellsworth County Council on Aging
- City of Wilson
- Solomon Valley Transportation, Inc.
- Ottawa County Transportation
- Republic County Transportation
- OCCK, Inc.

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

- Pawnee Mental Health Services
- City of Holyrood
- Central Kansas Mental Health Center
- RSCP/Kansas Wesleyan University

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand the existing capabilities and service characteristics of each provider and to gather their input on regional coordination. All seven of the 5311 providers filled out the survey. A summary of the region's survey results is contained at the end of this section.

Operational Characteristics

[6] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

The largest transit provider in the North Central Region is OCCK, Inc. with nearly 64,000 annual demand/response trips and over 221,000 fixed route trips. The demand/response service represents over 300,000 annual miles of travel while the fixed route service represents over 348,000 miles of travel.

Service areas range from allowing only trips within a city to trips across multiple regions covering entire counties or individual cities. Operating hours are mostly restricted to weekday business hours by all providers except OCCK which also provides Saturday service.

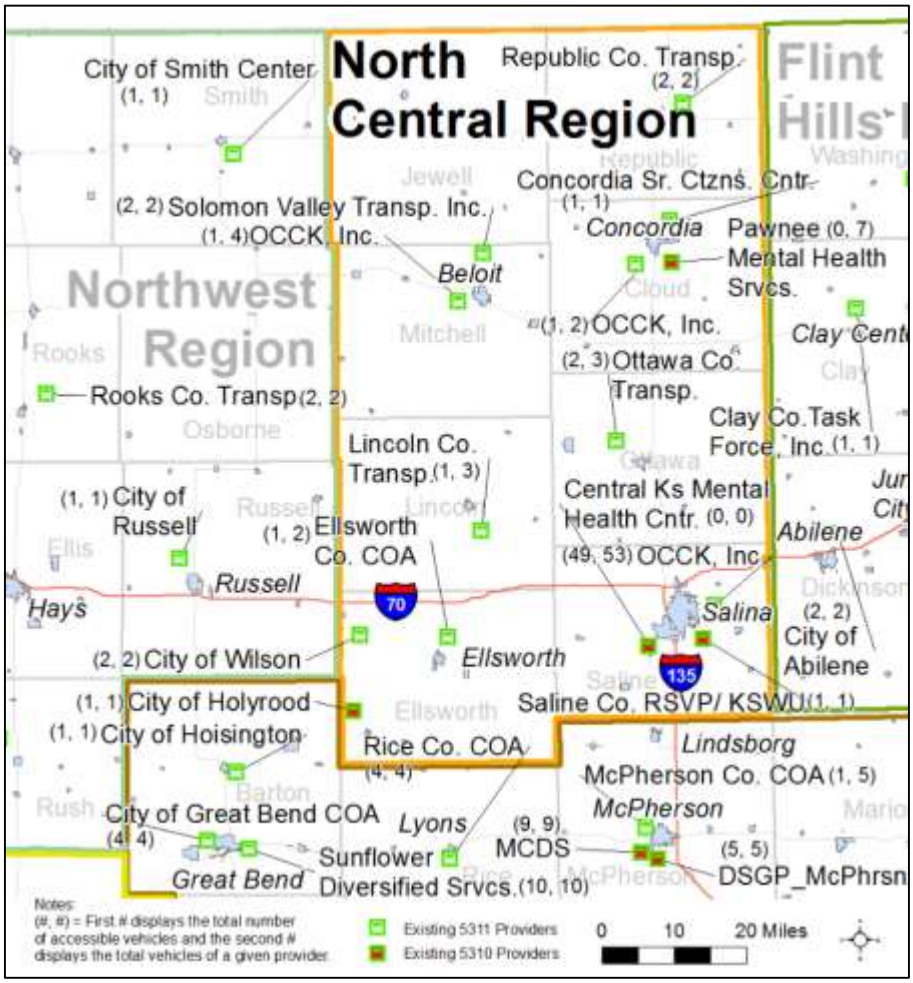
Issues Identified Related to Transit Coordination

While most of the providers have limited or no regional coordination experience, a limited degree of coordination is occurring between the OCCK, Inc. and other providers, particularly for high priority rides such as for dialysis or cancer treatments. Obstacles to future coordination are cited as issues related to jurisdictional territories, funding, communication and software challenges.

REGION FOCUSED MAP

Figure 10 displays the location of 5311 and 5310 providers in the North Central Region.

Figure 10 North Central Region - 5311 & 5310 Providers



REGIONAL MEETING SUMMARY

The study team completed the first round of regional stakeholder meetings during the month of August in in each region around the state. At each of the meetings discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. The notes beginning on the next page include a summary of major themes taken from the meeting in Hutchinson for the North Central Region Stakeholder Committee.

NORTH CENTRAL REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM SALINA

Salina Meeting **August 28, 2013**

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Lincoln County, Ottawa County, Solomon Valley Transportation, North Central Flint Hills Area Agency on Aging, Ellsworth County Council on Aging, Concordia Senior Citizens Center, OCCK Inc., the City of Wilson, and Republic County Transportation. Of those attending, only Solomon Valley Transportation, Concordia Senior Citizens Center, OCCK Inc. Lincoln and Republic Counties receive 5311 funding.

Josh Powers, Cory Davis and Connie Spencer represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting, with support from Jeff Benson and Julia Suprock of URS.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Solomon Valley Transportation: Operates within Mitchell County and to a limited degree in Osborne, Jewell and southern/western Cloud Counties. The service operates Monday through Friday from 7:30 a.m. to 5:00 p.m. The service carries about 380 rides per month. Solomon Valley Transit works with and is doing dispatching for Osborne County in the Fort Hays Region.

OCCK, Inc.: Operates both demand/response and fixed route services. Fixed route services are confined to the Salina city limits. Demand/response services operate within the 14-county area of the Sunflower

Network and will go as far as Wichita, Topeka and Kansas City for medical trips. The fixed route service carries about 13,800 rides per month while the demand/response service carries just under 4,000 trips per month. OCCK will provide services from Abilene, Concordia, Belleville and Salina. OCCK does not have formal agreements with other providers or cities but will provide rides for anyone in the region if the resources are available and will even take anyone in the region to Kansas City or Topeka upon request.

Concordia Senior Citizen Center: Operates within a 5-mile radius of the City of Concordia. The service operates weekdays from 8:00 a.m. to 4:00 p.m. The service carries about 600 rides per month. The Senior Center is becoming a community-wide provider even though it is a "Senior Center" – (55% public, 45% seniors) and is currently operating at or near capacity.

Republic County Transportation: Operates primarily in the city limits of Belleville and within the county to Narka, Munden, Cuba, Agenda, Republic Scandia and Courtland on Wednesdays and Thursdays. The service operates weekdays from 10:00 a.m. to 4:00 p.m. and carries about 540 rides a month.

Ellsworth County Council on Aging: Operates within Ellsworth County. The services operates Monday through Friday from 8:00 a.m. to 2:00 p.m. The service carries about 200 rides per month.

Lincoln County Transportation: Operates within Lincoln County and as far as Beloit, Minneapolis, Salina, and Ellsworth. The service operates weekdays from 8:00 a.m. to 5:00 p.m. The service carries about 200 rides per month.

Ottawa County: Operates within Ottawa County and as far as Salina, Abilene and Concordia. The service operates weekdays from 8:00 a.m. to 5:00 p.m. The service has varying levels of ridership depending on the time of year. During the school year, average daily ridership is as high as 40 riders, then ridership falls to an average of 10 daily riders during the summer.

Current Coordination:

OCCK. Inc. has provided regional coordination for a number of years. Most of the regional coordination is for trips such as for dialysis.

Opportunities/Gaps:

Ellsworth trips often need to go to Hays. Thus, regionalization needs to cross regional boundaries as well as work within the regions. KDOT: as long as administration of the coordination is in one region, trips can function in multiple regions.

Mitchell County Commissioners fear that taxes will need to be increased to accommodate coordination. Currently, "the needs of many outweigh the needs of a few." How can trips be provided for someone needing travel to outside the county when 5 people may be wanting to make trips within the county?"

Concordia Senior Citizens Center suggests that KDOT investigate working with economic development agencies and Chambers of Commerce.

Republic and Ellsworth Counties provide trips only within their respective counties due to politics. Cloud County also provides trips only within the county but due to capacity restraints and lack of resources.

Ellsworth COA will serve trips from Holyrood to Great Bend for dialysis treatments but that leaves in-town services lacking. COA will provide numbers for other providers if they are unable to serve requests.

OCCK will refer requests for Concordia trips within the city limits to the COA.

Potential opportunity: Examine demand for a deviated north/south fixed route along Route 81/I-135 between Concordia and Salina, and between Salina and Wichita.

Need exists for education/marketing/outreach to public to inform of services.

SUMMARY OF NEEDS

North Central Region Needs Assessment

Table 4 contains the results of the needs assessment for the North Central Region.

North Central Region Stakeholder Needs Prioritization Survey

Refer to Appendix III for the survey results.

Table 4 North Central Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in Blue Applicable statewide in green	Agencies Positioned To Address Need											Comments
	Ottawa County Transportation	OCCK, Inc.	Republic County Transportation	Solomon Valley Transportation, Inc.	Concordia Senior Citizens Center	City of Wilson	Lincoln County Transportation	Ellsworth County Council on Aging	Kansas DOT	Private/ Inter-city Carriers	Other Social Service Agency	
Establish connections to Kansas City, Topeka and Wichita		✓							✓	✓		
Enhance public education/awareness of available services in North Central Region	✓	✓	✓	✓	✓	✓	✓	✓	✓			Branding, promotion, market research, and outreach is a core mobility management activity.
Expand connections to critical regionalized services as well as connections to services in adjacent regions	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Other agencies include health care providers, foster care providers, immigrant service organizations, and transportation providers.
Examine opportunities to extend service to Abilene (employment) and along the Route 81/I-35 corridor	✓	✓	✓		✓				✓			
Coordinate with medical facilities/institutions for appointment scheduling to improve transit operational efficiencies	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Formalize existing informal coordination efforts	✓	✓	✓				✓	✓	✓			
Form consortiums for liability insurance among multiple providers	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Overcome service limitations based on jurisdictional boundaries	✓		✓		✓	✓		✓	✓			
Fleets are not always best suited to the trip. For example, minivans or passenger cars are more appropriate in some cases than buses or vans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A view toward "right-sizing" the fleet needs consideration.
Consideration of a broader range of solutions to mobility issues (carpool, vanpool, car sharing, public transportation, private carriers, etc.)	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Additional funding may be required to meet critical needs; state and local budget processes must be coordinated	✓	✓	✓	✓	✓	✓	✓	✓	✓			

Northeast

The Northeast Region encompasses seven counties and parts of CTDs 1, 2 and 3. The cities of Leavenworth, Atchison, Hiawatha, Holton, and Tonganoxie make up the towns with populations over 3,000 people. Residents near larger populated areas have access to multiple transit providers at times, while counties lacking major population centers often have less opportunity to use transit. Public transit service transports riders to six of the seven counties and only six of the counties currently have either 5310 or 5311 transit providers located within their boundaries. Brown County currently has no transit service. Demographic data for each county in the Northeast Region is noted in Appendix IV.

The seven counties located in this region include:

- Leavenworth County
- Doniphan County
- Atchison County
- Jefferson County
- Jackson County
- Nemaha County
- Brown County

Figure 11 Statewide Map - Northeast Region

LIST OF PROVIDERS

Providers identified in the Northeast Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[7]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

- Project Concern
- Doniphan County Services & Workskills
- Doniphan County Transportation
- Prairie Band Potawatomie Nation
- Jefferson County Service Organization
- Leavenworth County Council on Aging
- Nemaha County Transit
- Bonner Springs (Located outside the region in Wyandotte County)

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

- Kanza Mental Health
- Riverside Resources
- The Guidance Center

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand the existing capabilities and service characteristics of each provider and to gather their input on regional coordination. All seven of the 5311 providers filled out the survey. A summary of the region's survey results is contained at the end of this section.

Operational Characteristics

The largest transit provider in the Northeast Region includes the Leavenworth County COA with over 18,000 annual trips representing over 105,000 annual miles of travel.

[7] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

Service areas range from allowing only trips within a county to trips across multiple regions covering entire counties. Operating hours are restricted to weekday business hours.

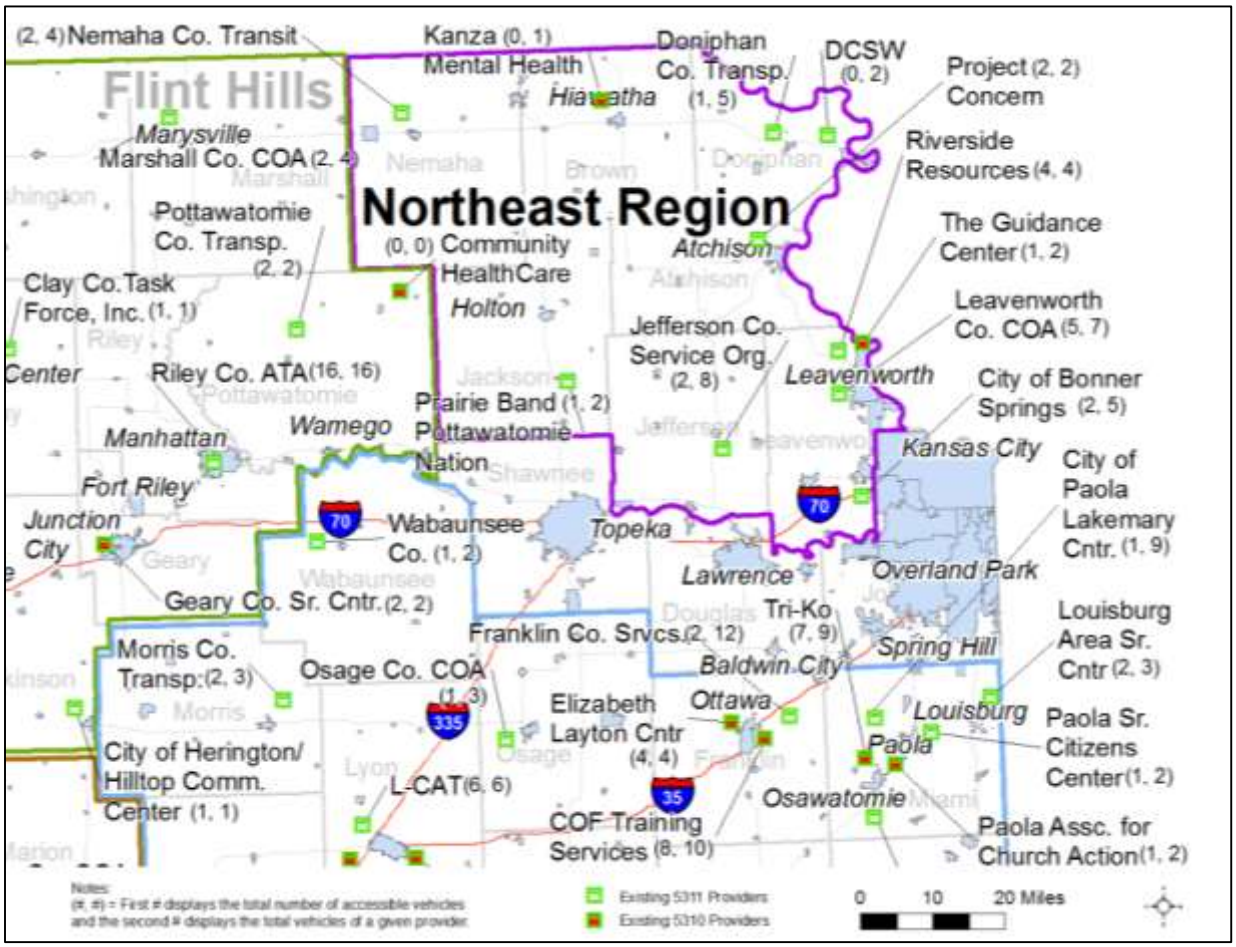
Issues Identified Related to Transit Coordination

While most of the providers have no experience with regional coordination, Nemaha County Transit will occasionally coordinate service with other providers to accommodate out-of-county requests. Obstacles to future coordination are cited as issues related to distance, jurisdictional territories, funding, policies, software and regulatory challenges. Several providers expressed the desire to expand to weekend services as opportunities allowed. A few of the providers expressed opportunities to improve current services with limited coordination with other providers.

REGION FOCUSED MAP

Figure 12 displays the location of 5311 and 5310 providers in the Northeast Region.

Figure 12 Northeast Region - 5311 & 5310 Providers



REGIONAL MEETING SUMMARY

The study team completed the first round of regional stakeholder meetings during the month of August in in each region around the state. At each of the meetings discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. The notes beginning on the next page include a summary of major themes taken from the meeting in Hutchinson for the Flint Hills Region Stakeholder Committee.

NORTHEAST REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM HORTON

Horton Meeting August 27, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Doniphan County Services and Workskills, City of Bonner Springs, Project Concern, Independence Inc., the Guidance Center, Head Start Transportation – NEK-CAP, Prairie Band Potawatomie Nation, Nemaha County Transit, Doniphan County Transit and Jefferson County Service Organization. Independence Inc. and the Guidance Center are recipients of 5310 funding.

Josh Powers, Cory Davis, Stacey Cowan and Connie Spencer represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting, with support from Jeff Benson and Julia Suprock of URS.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Nemaha County Transit: Operates demand/response service primarily within the county limits and serves all trip purposes. Some trips do go outside the county to Marysville, Hiawatha and Topeka. Service runs Monday through Friday from 8:00 a.m. to 4:30 p.m. The service carries just over 1,000 trips per month. Nemaha County has tried some coordination with other providers in the past but only to a very limited extent.

Jefferson County Service Organization: Operates Demand/response within the county but does serve trips to Kansas City, Lawrence and Topeka. Service runs Monday through Friday from 8:00 a.m. to 4:00

p.m. The service carries around 400 trips per month. The agency has had no experience with coordinating services with other agencies but has had some experience in coordinating dispatch capabilities.

Doniphan County Service and Workskills (DCSW): Operates primarily within Doniphan County but has served trips as far away as near St. Louis. Doniphan County Services & Workskills trips are primarily to St. Joe. Very little demand exists to go north to Nebraska. Service runs Monday through Friday from 6:00 a.m. to 9:00 p.m. and weekends, from 9:00 a.m. to 9:00 p.m. DCSW carries around 440 trips per month. DCSW and Doniphan County Transit provide all of the trips within the county and together, satisfy all of the county transit needs. DCSW has had no experience with regional coordination with other regional providers.

Doniphan County Transportation: Operates within a 100-mile radius of Troy KS and to as far as Kansas City, Topeka, Leavenworth, Cameron MO and Falls City NE. Many of the trips go to St. Joseph or Kansas City for groceries or medical purposes. Service runs Monday through Friday from 8:00 a.m. to 5:00 p.m. Service is administered by Julie Simmons and carries around 150 trips per month. Doniphan County has no traffic signals, no grocery store, no pharmacy, no hospital or medical facilities in the entire county but has large demand for transit services. Doniphan County would welcome regional coordination. Current service seems to accommodate the current needs but distance and time are major obstacles to efficient service. Trips are provided to Kansas City 5-10 times/week and to Topeka once/week. These trips take a lot of time for only 1 or 2 passengers at the most. Sometimes the large buses don't make sense. Minivans would better serve demand. The county is open to the possibility of coordinated dispatching. The county used to pick up Brown County residents for Medicare trips but KDOT/FTA guidelines do not allow prioritizing medical trips and the commissioners would not open up the service for other purposes.

City of Bonner Springs: Operates within the Bonner city limits and Western Wyandotte County and for special trips within a 50-mile radius. Their location is not included in the seven county Northeast Region, but should be considered a participating 5311 provider. Service runs Monday through Friday from 8:30 a.m. to 4:30 p.m. and carries about 670 trips per month. The city has coordinated occasionally with other providers for rides that go beyond Kansas City.

Prairie Band Potawatomie Nation: Operates within Shawnee and Jackson Counties and the Potawatomie Reservation. Service runs Monday through Friday from 7:00 a.m. to 4:00 p.m. and carries about 240 trips per month. The Prairie Band Potawatomie Nation provides trips from Holton to Mayetta trips but do not transport Jackson County residents to Topeka because demand would far outweigh the available resources to accommodate it.

Project Concern: Operates primarily within Atchison County but will accommodate trips as far away as 30 – 40 miles. Service runs Monday through Friday from 8:00 a.m. to 5:00 p.m. Service is administered by Earline Southard and carries around 540 trips per month. Project Concern has had no experience with regional coordination with other providers.

Current Coordination: Nemaha, Marshall and Doniphan Counties have tried some regional coordination in the past, but not often ("maybe 3 times in 24 years"). Jefferson County will pick up in Jefferson County. Atchison County only provides rides within the county but will refer riders to other

services outside the county. Otherwise Atchison County does not directly coordinate with the other services. People sometimes use services that are not technically part of their own jurisdictions because they see the service and are familiar with it.

Opportunities:
Generally, greater rider education is needed with respect to transit options and services that are available.

Brown County has no transit service. The Brown County Commissioners do not see transit as necessary. As a result, Doniphan County has daily requests for Brown County trips but must deny service to Brown County residents. Some petitions are being circulated by local stakeholders for transit service in Brown County.

While Nemaha, Doniphan and Jefferson Counties are interested in regional coordination possibilities, funding, manpower and customer service are potential concerns/barriers. Centralized dispatch might reduce current customer service levels. Today's demand can be accommodated through radio dispatch and no one is stranded. Centralized dispatch and coordinated services would also require financial agreements and arrangements among the providers in the Northeast region.

The NEKCAP Head Start representative suggested assessing the potential for a fixed route system with once a week service to the south.

SUMMARY OF NEEDS

Northeast Region Needs Assessment

Table 5 contains the results of the needs assessment for the Northeast Region.

Northeast Region Stakeholder Needs Prioritization Survey

Refer to Appendix III for the survey results.

Table 5 Northeast Region – Needs Assessment

Locally Identified Need/Barrier Region Specific in Blue Applicable statewide in green	Agencies Positioned To Address Need											Comments
	Project Concern	Doniphan County Services and Workskills	Doniphan County Transportation	Prairie Band Potawatomie Nation	Jefferson County Service Organization	Leavenworth County COA	Nemaha County Transit	City of Bonner Springs	Kansas DOT	Private/ Inter-city Carriers	Other Social Service Agency	
Establish connections to Kansas City, Topeka and Lawrence	✓		✓		✓				✓	✓		
Improve and establish regional and inter-regional connections between Hiawatha, Atchison and while preserving in-town transit services.	✓		✓		✓				✓	✓		
Expand connections to critical regionalized services	✓	✓	✓	✓	✓	✓			✓	✓	✓	Other agencies include health care providers, foster care providers, immigrant service organizations, and transportation providers.
Combine services as feasible		✓	✓						✓			
Formalize existing informal coordination efforts		✓	✓									
Form Consortiums for liability insurance among multiple providers	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Overcome service limitations based on jurisdictional boundaries			✓	✓		✓	✓	✓				
Enhance the awareness of transit service in Northeast Region	✓	✓	✓	✓	✓	✓	✓	✓	✓			Branding, promotion, market research, and outreach is a core mobility management activity.
Integrate/Coordinate Non-FTA/KDOT funded vehicles and services into centralized dispatching system.									✓			Presently, assumption is public transit agencies using NOVUS should not include non-KDOT program services into the scheduling databases.
Assess the need/feasibility of "some level of service" in Brown County which is presently without service.			✓						✓			Providing regular service from Doniphan County to Brown County should be evaluated. KDOT could also initiate discussions with Brown County Commissioners to assess the feasibility of transit service in the County.
Fleets are not always best suited to the trip. For example, minivans or passenger cars are more appropriate in some cases than buses or vans	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	A view toward "right-sizing" the fleet needs consideration.
Examine opportunities to extend service to weekends as appropriate						✓	✓	✓	✓			
Consideration of a broader range of solutions to mobility issues (carpool, vanpool, car sharing, public transportation, private carriers, etc.)			✓						✓			Doniphan County may be a likely candidate for centralizing resources; however, other entities can assist in marketing, service provision, and mobility management if better equipped.
Additional funding may be required to meet critical needs; state and local budget processes must be coordinated	✓	✓	✓	✓	✓	✓	✓		✓			

Northwest

The Northwest Region encompasses 19 counties and parts of CTDs 8 and 14. The cities of Hays, Russell, Colby and Goodland make up the towns with populations over 3,000 people. This area of the state is mostly rural considering the few number of larger cities in one of the larger regions in the state. Though public transit service transports riders to all 19 counties, except for Cheyenne and Wallace, there are no 5310 or 5311 providers located in Osborne, Graham, Cheyenne or Wallace Counties. Demographic data for each county in the Northwest Region is noted in Appendix IV.

The 19 counties located in this region include:

- Cheyenne County
- Decatur County
- Ellis County
- Gove County
- Graham County
- Logan County
- Norton County
- Osborne County
- Phillips County
- Rawlins County
- Rooks County
- Rush County
- Russell County
- Sheridan County
- Sherman County
- Smith County
- Thomas County
- Trego County
- Wallace County

Figure 13 Statewide Map - Northwest Region

LIST OF PROVIDERS

Providers identified in the Northwest Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[8]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

ACCESS – ACCESS operates with 10 vehicles every day of the week with different hours depending on if the passenger lives in the County or within the City of Hays. For Ellis County residents the service runs from 6:00 a.m. to 10 p.m. Monday thru Friday and for residents within the City of Hays the service is Sunday thru Tuesday, 6:00 a.m. to 10:00 p.m. and Wednesday thru Saturday 6:00 a.m. to 3 a.m. The cost of using the service is $1.50 for citywide trips and $3 per trip for all other trips within the county, but excludes senior riders and Fort Hays State University students that can use the service for free. The operation generates around 900 trips per month.

City of Goodland – The City of Goodland operates within the city limits for weekday service, 8:00 a.m. to 3:00 p.m. This operation runs with one vehicle, and you can call at any time to reserve a ride for any purpose. The cost is $1 for each one way trip plus $1/stop. Average daily riders for the service are 15-20, generating around 400 monthly trips.

City of Phillipsburg – The City of Phillipsburg operates on weekdays from 10:00 a.m. to 4:30 p.m. within Phillips County as far as Logan and Kirwin. The service is $1/stop within city limits and $2/outside of city limits. Riders call Phillips County Retirement Center for rides and that center will call the driver on duty on their cell phone. Average daily riders vary from 5- 15 depending on the day of the week, generating around 170 trips per month.

City of Russell – The City of Russell operates only within city limits Monday – Saturday. Hours of service on weekdays are 8:00 a.m. to 6:00 p.m. and on Saturday from 9:00 a.m. to 4:00 p.m. The operation consists of 1 vehicle and costs 1$/one way. All rides are arranged by calling the driver on their cell phone and no advance notification is necessary. Average daily riders vary from 29 – 56 depending on the day of the week and generate around 1,000 monthly trips.

City of Smith Center – The City of Smith Center operates within city limits only using one vehicle. The service is available on weekdays from 8:00 a.m. to 4:00 p.m. The cost to use the service is $1/one way and $2 for multiple stops and a two way trip. Average daily riders depend on time of year, while school is in session or in the summer. Monthly trips for school months are 260 and for the summer months are 180.

[8] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

Decatur County Transportation – Decatur County Transportation operates weekdays from 8:00 a.m. to 5:00 p.m. and on the weekends for residents needing special trips for accommodations made in advance. The operation uses one vehicle that runs every weekday in Oberlin. For the three smaller towns in the County, Norcatur, Jennings, and Dresden, rides are provided if the resident calls to set one up. The service only accepts donations and sees average daily riders anywhere from 18 – 34. Decatur County Transportation generates around 550 trips per month.

Gove County Medical Center – This operation runs Monday - Saturday within a 90 mile radius that includes, Gove, Trego, Graham, Ness, Sheridan, Thomas, Ellis, Scott and Lane. Gove County Medical Center runs from 8:00 a.m. to 5:00 p.m. Monday – Friday, and 8:00 a.m. to Noon on Saturdays. Donations are only accepted for use of the service and generates anywhere from 1 – 3 average daily riders, which is around 100 trips per month.

Logan County Hospital – Logan County Hospital provides service within a 90-mile radius of the hospital and is available weekdays from 8:00 a.m. to 5:00 p.m. and by appointment on Saturday and Sunday, which is rare. The cost to use the service is $2/one way trip and $.50/mile outside of the 2-mile radius of the hospital, and seniors and disabled users can by a 50-ride ticket for $30. The average daily rider changes depending on when school is in session where it sees 30/weekday and during the summer months only 8 to 10 riders. Average monthly trips during the school year are 600 and during the summer around 180.

Norton County Transportation – This operation runs Monday thru Friday with one vehicle within the County, with occasional trips to Hays and Hill City. The service operates from 8:00 a.m.to 4:00 p.m. for $2 round trip, and $.50/mile to Hays or Hill City, extra. Norton County offers service to Salina for $10. Average daily ridership is between 15 and 20 which results in around 350 trips per month.

Rawlins County – Rawlins County operates within the county Monday through Friday from 9:00 a.m. to 5:00 p.m., focusing on Atwood and Herndon on Tuesdays, and McDonald on Thursdays. The service accepts donations. Rawlins County is new to the 5311 program, as of November 2013.

Rooks County Transportation – Rooks County Transportation operates within the county and to adjacent counties for Rooks residents only Monday thru Friday 8:00 a.m. to 5:00 p.m. with two vehicles. Donations only are accepted for rides and average daily ridership is 12 – 15 which generates around 275 trips per month.

Rush County Transportation – This service runs Monday thru Friday 8:00 a.m. to 4:30 p.m. anywhere, including as far as Dodge City with one vehicle. The cost to use the service is $1 for in the County trips, $12.50 for trips out of the county, unless scheduled they are $5/trip, and $50 for any trip over 100 miles. Average daily ridership ranges from 29 – 36 which is around 625 trips per month.

Thomas County Transportation – Thomas County Transportation operates with one vehicle only and services only Thomas County on weekdays from 8:00 a.m. to 11:30 a.m., with a break in service until 12:30 p.m. and ends at 4:00 p.m. There is no fare for the service, it strictly runs with donations and state operating funds. Average daily riders is 6, and generates 120 trips per month.

Survey Results Assessment

A survey was given to all 5311 providers in the state of Kansas to understand their existing capabilities, service characteristics, and their input on regional coordination. Of the 14 providers in the Northwest Region, responses were received from all providers.

Operational Characteristics

The largest provider by far in the Northwest Region is ACCESS. Under the Development Services of Northwest Kansas, ACCESS accounts for over 42,000 annual trips traveling nearly 194,000 miles. The provider offering the second largest number of trips is the City of Russell totaling over 13,000 annual trips. Rooks County travelled the second longest distance with nearly 79,000 miles annually.

Service areas for providers from the Northwest Region are mostly operated within their own city or county. The exception lies with Rush County who transports riders as far as Dodge City and both Logan County Hospital and Gove County Medical Center with 90-mile service areas.

Operating hours are often limited to weekday business hours. Providers offering service hours beyond the usual weekday service include ACCESS who offers service till 10 p.m. and Sunday service within the city of Hays. Both the City of Russell and Gove County Medical Center operates regular service on Saturdays with Logan County Hospital and Decatur County Transportation offering occasional trips when scheduled in advance.

Issues Identified Related to Transit Coordination

There is little coordination between providers in the Northwest Region. Gove County Medical Center has acknowledged how coordination would help speed up their plans for expansion; due to their large increase in demand for trips outsider their region. Obstacles slowing any future coordination efforts are thought to be issues involving funding, geography and jurisdiction boundaries. Providers also voiced their ideas on opportunities to improve current services. For example, ACCESS believes introducing more fixed route service will improve efficiency, and Logan County hopes to increase their on-call drivers pay from what is currently $2 per hour.

Region Focused Map

Figure 14 displays the location of 5311 and 5310 providers in the Northwest Region.

Figure 14 Northwest Region - 5311 & 5310 Providers

REGIONAL MEETING SUMMARY

Due to the large area, two initial stakeholder meetings were held in the Northwest Region on August 14th, 2013 in Colby and in Hays. The meetings discussion included an overview of the project, unmet customer needs and service/operations gaps that providers encounter in their areas. After reviewing the information gathered from these two meetings, the study team determined the two regions would be better suited as a single region known as the Northwest Region. The two regions originally shared a border dividing the two regions with Decatur, Sheridan and Gove Counties in the Northwest and Norton, Graham and Trego Counties in the Fort Hays Region.

Transportation providers from Thomas County, Logan County Hospital, ACCESS, City of Goodland, Decatur County and Rawlins County were present in the Colby meeting. Transportation providers from ACCESS, Rooks County Transportation Service, KDOT, Rush County Transportation, Norton Senior Center, Gove County Medical Center were present in the Hays meeting. Representatives from KDOT, City of Phillipsburg and Ellis County were also present. 5311 recipients were required to be present at the meeting.

General Discussion Items:

- There are many trips taken to Hays. This fact provided context to the discussion on whether to split the Northwest and Fort Hays regions or combine them into a single region.
- Logan County Hospital – 700 kids are transported every month to school. Fares are $2. Their service is demand response.
- Decatur County Transportation – transports riders across the state boundary into Nebraska because their healthcare facilities are closer than Hays. The provider's status as an entity of the county government exempts the provider from Kansas Corporation Commission (KCC) regulations.
- Oakley charges $0.55/mile + $15/hour for trips outside of Oakley.
- Sheridan County goes as far as Garden City and McCook (NE).
- Rawlins County transports people to Colby for doctor appointments. County officials are hesitant about facilitating out-of-county shopping trips.
- Angel Transportation accepts $8 per ride from Medicaid patients.
- Gove County Medical Center – Michelle's driver's travel within a 90-mile radius of Quinter, goes to Hays twice per week and gets many calls from Oakley. She would like to expand because she is getting overrun with requests for rides.
- Rooks County Transportation Service – travels to bordering counties including Phillips, Osborne, Ellis, Graham, and will pick-up adjacent people up at county line.
- Norton Senior Center – Melinda operates a wheelchair service within the county lines.
- ACCESS – has a 5310 program in Hill City.
- Norton County and Phillips County – allow county line drop-offs. Quinter coordinates with Oakley when giving rides to Hays. Also has informally coordinates rides with Dodge City and Garden City.

- Counties with transit were started by entrepreneurs.

Challenges:

When the topic of coordination was brought up to the stakeholders from the Northwest Region, Providers are cautious about how current operations would be affected by the regionalization / coordination process. Many local governing bodies are also concerned with exporting sales tax dollars to other communities, or in some cases, out of state. Challenges faced not only include the diverse needs of riders, but also the balancing act between the needs for service in rural and urban areas, and intercity travel. Participants said areas lack transit service for a variety of reasons, including convincing offices to dedicate local funds, administrative burdens associated with state/federal funding, limited past history of transit service, and citizens' independent nature.

The following were identified as challenges:

- Elaine from Logan County Hospital would like to take more on with her transportation duties, but that is only part of her job's responsibilities.
- There is demand from Oakley to Hays, but providing long-distance trips would negatively impact in-town trips.
- Thomas County can only drive within Colby city limits.
- There is a fear that increased transit access will take tax dollars away from counties spending tax dollars on transit.
- Traffic patterns are not necessarily the same as transit travel patterns.
- Modernizing fare collection systems is difficult, i.e. only accepting exact change.
- People are sick, so they don't want to wait around long for a bus to arrive
- Providers have different budget cycles making it more difficult to coordinate service/payment.
- There have been attempts to coordinate with doctors in Overland Park but doctors do not want to coordinate.
- Employees often have other job responsibilities unrelated to transit service.
- Providers are limited by their jurisdictional boundaries.
- It is difficult to balance the local transit needs and the intercity needs.
- Certain provider's inability to cross jurisdictional boundaries.
- Gove Co. Medical Center shares their phone number with other services in their building; making contact with potential riders more difficult.
- People need transit service, but the city is in the business of looking at the bottom line, so operating your own service is less attainable.
- Norton Senior Center is required to stop at county lines and transfer passengers to other providers if riders request trips outside the county.
- It was noted the west side of Rush County does not get along with the east side and vice versa. La Crosse is located in the center of Rush County.
- Riders are used to contacting the same individuals for on-call service and vice versa.
- Different fiscal year periods for multiple cities make coordination more difficult.

- There's no transit because there's no history of transit, scared of paperwork/rules, and are used to travelling independently.
- There are regional transit needs coupled with county funding problems. Ellis County, as the largest county in the region, pays a disproportionate amount.
- Grant schedules at KDOT conflicts with the local budget cycles. Can this be changed by 2015?
- Demand for service surpassing current capabilities of smaller providers.

Needs:

The discussion of keeping tax dollars within county/city boundaries continued when stakeholders explained how riders ask drivers to extend trips to the doctor to include a stop at retail locations near the healthcare facility. These types of trips and many others are concentrated towards the city of Hays. Stakeholders at the Hays meeting expressed a gap in service, especially during weekends, that was predicated by limits in available staff and weekend trips for both dialysis appointments and recreation. Inter-county travel was also discussed as a common request by riders. This demand for longer trips caused service within some counties to be limited and fare and financing structures to be more complex.

The following were identified as needs –

- Managing client expectations regarding differences between pre-reserved demand response public transit service, and a chauffeur / taxi service.
- Existing supply of service to Hays does not meet demand. Hays is an important destination for both appointments, social security office, job service office, and retail.
- Dialysis treatment is an important trip purpose to Hays.
- Need to understand how riders are going from one region to another.
- Providers need more staff.
- Better understand fare structures or how fares will be paid when crossing multiple boundaries.
- A care van would be great, but matching funds from Hays is needed to allow it to come back.
- More service is needed during the weekends, especially for dialysis appointments.
- Some counties with transit still have areas of the county that are underserved.
- Goodland only has city-wide service; nothing else in Sherman County.
- Gove County struggles at providing service within their own county because many trips go outside the county.
- Weekend dialysis trips are needed.

Existing Coordination:

- Coordinating with doctors in Overland was attempted
- Church representatives coordinate with riders for trips
- Graham County has approached ACCESS about service.
- Osborne County has approached Mitchell County about service.
- Norton city provides pick-ups in Hill City and Bogue.

Opportunities:
Opportunities may increase coordination among providers, particularly by combining trips or facilitating passenger transfer between long-haul/local services, or leveraging existing volunteer networks. Potential incentives discussed for providers to coordinate included flexible local match requirements and funding for regional dispatching. Opportunities to make transit more feasible for smaller communities consisted of reducing vehicle size and using a per county fare structure for intercity trips.

The following opportunities were discussed, and need to be investigated early in the project.

- Increase communication/coordination with the hospitals.
- Thomas County Transportation drivers have many instances where they are not busy. There may be opportunities to provide in-town service to out-of-town clients such as those that arrive via Rawlins County transportation.
- Increase cooperation or coordination with network of church volunteers that transport people to Hays.
- Sheridan County has three buses and travels to Hays routinely. This may be an opportunity to combine with demand for trips to Hays from Atwood, Colby and Oakley.
- Revive the regional route previously operated out of Hays or Salina that was discontinued due to lack of local funding.
- Investigate opportunities for smaller providers to contract transportation services with a regional provider. Deadhead miles could be minimized by basing a driver and vehicle at the client city, while administrative responsibilities and oversight are provided by the regional provider.
- Operating smaller vehicles could be an opportunity to have service that otherwise would have been too expensive with a larger transit vehicle, especially in areas with a low number of expected ridership.
- Some providers have charged riders on a per county basis.
- Explore coordination opportunities between Graham County and ACCESS.
- Explore coordination opportunities between Osborne County and Mitchell.
- Coordination may be incentivized by offering more funding if dispatching is taken over.
- Coordination could allow for more flexibility in the local match.
- Examine charging intercity riders by the number of counties crossed for the ride.

SUMMARY OF NEEDS

Northwest Region Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting areas within the region and across the state. Once the needs and barriers were listed, the study team identified the agencies that may be suited to address the needs based on the agency's service capacity, service

responsibility, and amount effected by each need/barrier. Table 6 contains the results of the needs assessment for the Northwest Region.

Northwest Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of the needs identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with the level of importance of each need/barrier in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Eight providers responded in this region. However, of the eight providers, only seven providers completed the survey in full. The eighth provider, Decatur County Transportation commented "right now none of these are a priority to use, we are a small NW county & our bus just does local (in county) service." For this region, no priorities were ranked as high by fifty percent or more of the responding providers. Assessing the feasibility of "some level of service" in counties presently without service ranked the highest with thirty eight-percent ranking it a high priority. The lowest priorities, ranked by 75% of responding providers as low, are assistance with training and managing employees and volunteers as well as coordination with large employers and other destinations to on trip scheduling. Four priorities were ranked as moderate by fifty percent of respondents, and those are: 1) establish and continue regular communication with stakeholders in the region, 2) establish a link between local and inter-regional transit service, 3) increase the awareness of transit service, and 4) enhance the perception of the transit service. Refer to Appendix III for the survey results.

Table 6 Northwest Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																	Comments
	ACCESS	City of Wakeeney	City of Smith Center	City of Russell	Rooks County Transportation	City of Phillipsburg	Norton County Transportation	Rush County	City of Goodland	Logan County Hospital	Thomas County	Decatur County Transp.	Gove County Medical Center	Kansas DOT	Other Social Service Agencies	Private/ Intercity Trans.	Providers from adjacent regions	
Provide more long-distance trips to regionalized services.	✓				✓								✓	✓		✓		
Standardization of fare collection systems														✓				To increase data collection and reporting accuracy.
Develop policies to accommodate frail passengers when coordinating trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Frail passengers have a harder time waiting for vehicles to arrive than able-bodied riders. Also need to address capital facilities to increase comfort while waiting.
Coordinate local budget cycles with KDOT grant cycle to ease coordination.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Manage passenger expectations regarding public transit, and coordination of public transit (dispatching, drivers)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Communicate with hospitals in coordinating trips for doctor appointments, dialysis appointments, etc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Increase frequency of trips to Hays.	✓				✓								✓					

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																	Comments
	ACCESS	City of Wakeeney	City of Smith Center	City of Russell	Rooks County Transportation	City of Phillipsburg	Norton County Transportation	Rush County	City of Goodland	Logan County Hospital	Thomas County	Decatur County Transp.	Gove County Medical Center	Kansas DOT	Other Social Service Agencies	Private/ Intercity Trans.	Providers from adjacent regions	
Increase utilization of transportation providers through coordination of local- and out-of-town providers,	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Increase cooperation with network of church volunteers transporting people to Hays.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Investigate opportunities for smaller providers to contract transportation services with a regional provider.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Overcoming service limitations based on jurisdictional boundaries.	✓				✓		✓	✓			✓	✓	✓					Counties or entities that could address their county commissioners should a mechanism be determined to allow funding of services that cross county-boundaries.
Alleviate fear of paperwork/rules associated with being a 5310 or 5311 provider.														✓				
Expand service span for dialysis appointments or other trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Specifically weekends, early mornings and evenings.
Establish matching funds for Hays Care Van to be reintroduced.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Assess fare structures for trips crossing multiple boundaries.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																	Comments
	ACCESS	City of Wakeeney	City of Smith Center	City of Russell	Rooks County Transportation	City of Phillipsburg	Norton County Transportation	Rush County	City of Goodland	Logan County Hospital	Thomas County	Decatur County Transp.	Gove County Medical Center	Kansas DOT	Other Social Service Agencies	Private/ Intercity Trans.	Providers from adjacent regions	
Purchase appropriate vehicles according to demand for ridership	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				The expense of vehicles has prevented potential transit providers from choosing to run service.
Explore incentives for coordinating activities, i.e. increase in funds or adjust in flexibility of local match requirements.														✓				
Additional funding may be required to meet critical needs.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Examine opportunities to extend service to un-served areas	✓				✓												✓	
Form consortiums for liability insurance among multiple providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

South Central

The South Central Region encompasses 7 counties and parts of CTDs 11, 12 and 13. The cities of Wichita, Arkansas City, Augusta, Eldorado, Goddard, Newton, Wellington and Winfield make up the towns with populations over 3,000 people. The Wichita metropolitan area is centered within the region and together with the surrounding towns with populations over 3,000, the region is the second most populous in the State. There are 5311 and/or 5310 providers in all seven counties and some level of public transit service is available in each. Demographic data for each county in the South Central Region is noted in Appendix IV.

The 7 counties located in this region include:

- Butler
- Cowley
- Harper
- Harvey
- Kingman
- Sedgwick
- Sumner

Figure 15 Statewide Map – South Central Region

LIST OF PROVIDERS

Providers identified in the South Central Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[9]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

Butler County Transportation – Butler County Transportation providers service to Augusta, Andover, and El Dorado Monday through Friday, 8:00 a.m. to 5:00 p.m. Service from Douglas to Augusta is provided every other Tuesday, and service connections to Wichita are provided on Wednesdays and Thursdays. The agency provides approximately 80 riders per day, for a fare of $0.50 in town, $2 per ride between in-county towns, and $4 per ride to Wichita.

City of Anthony - The City of Anthony operates service weekdays 8:00 a.m. to 5:00 p.m. within the city limits of Anthony. The city provides nearly 150 rides per month operating a one passenger van. While one-way trips are $2, round trips are $2 for senior citizens and $3 for riders under 65 years old. Any round trips including more than three stops charge $1 for each additional stop.

City of Kingman – The City of Kingman operates within the city limits of Kingman weekdays from 7:30 a.m. to 4:30 p.m. during the school year and from 8:00 a.m. during the summer. The service provides approximately 2,300 rides per month during the school year and roughly 800 during the summer. Kingman operates two ADA accessible passenger vans. Fares are charged depending on a membership basis. After spending $15 for a membership lasting from September through August, $4 ride cards can then be bought to pay for 10 rides each. With the use of a ride card, users pay $0.40 per ride instead of the usual $1 per ride.

Cowley County Council on Aging - Cowley County COA offers service to all of Cowley and Chautauqua Counties and will go to Wichita and El Dorado. The service, provides nearly 1,500 rides per month and operates 8:00 a.m. to 12:00 p.m., Monday through Friday and also 1:00 p.m. to 5:00 p.m. Monday through Thursday. The COA operates five passenger vans, 2 ADA accessible, based in Winfield. Fares cost $2 per trip or 13 rides for $20. Exceptions to this structure include $25 fares for trips to Wichita and $6 for round trips to rural destinations, including $2 for each additional stop.

Futures Unlimited, Inc. – Futures Unlimited, based in Wellington provides approximately 1,200 rides per month. The service offers service weekdays from 8:30 a.m. to 8:30 p.m. and Saturdays 9:00 a.m. to 2:00 p.m. to those living in Sumner County. County-wide trips start after 9:00 a.m. and are no later than 3:00

[9] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

p.m. Futures travels to Cowley County Monday, Wednesday and Friday, to Sedgwick, Harper, and Cowley Counties Tuesdays and Thursdays. Service goes as far east as Winfield, North to El Dorado or Newton, South to Arkansas City and West to Harper when time permits.

Harper County Department on Aging – Harper County DOA offers service to destinations within the County, as well as Pratt, Medicine Lodge, Wichita and as far as El Dorado. The service, based in Anthony operates three passenger vans, two ADA accessible, providing over 100 rides per month. Its service hours are weekdays from 8:00 a.m. to 5:00 p.m. Harper County Commissioners set fares at $4 for round trips inside Anthony, $7 for round trips within the county, and $15 for round trips outside the county.

Harvey County Transportation – Harvey County Transportation provides trips within a 50-mile radius of Newton. The service operates six vehicles, three ADA accessible, weekdays from 8:00 a.m. to 5:00 p.m. Ridership was not recorded, but agree that numbers are especially high on Tuesdays. Based on estimates of riders' ability to pay, fares include $12 for trips inside Harvey County, $20 for out-of-county, $25 to the Wichita airport and $8 for recreational trips.

Kingman County Council on Aging – Kingman County COA provides approximately 80 rides per month to destinations within the county, Pratt, Hutchinson, Wichita and Andover. The service, based in Kingman operates two passenger vans, one ADA accessible, weekdays from 7:30 a.m. to 4:00 p.m. Fares cost $14 per round trip and an additional $0.50 per mile outside the Wichita city limits for trips to Wichita.

Sedgwick County Department on Aging – Sedgwick County DOA provides around 200 rides per month to destinations in Sedgwick County. The service, based in Wichita operates one ADA accessible passenger van weekdays from 8:00 a.m. to 5:00 p.m. The DOA also contracts service 24-hours a day for ambulatory service and through Saturday until 4:00 p.m. for non-ambulatory access. Fares cost $3 per trip. Income levels in the rural areas of the county show that increasing single trip fares past $3 would significantly impact riders' ability to use the service.

Twin Rivers Developmental Supports – Twin Rivers Developmental Supports provides 600 riders per day, to Cowley County and to Wichita. The service operates seven days a week from 8:00 a.m. to 8:00 p.m. and requires a 24 hours reservation. Fars are $2 in city limits, $4 outside city limits and Arkansas City, and $0.63/mile outside the Winfield and Arkansas City area.

<u>5310 Providers</u>

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

Creative Community Living (El Dorado)

Creative community Living (Winfield)

Cowley County Mental Health

Creative Community Living of South Central Kansas

Mosaic

Prairie View

The ARC of Sedgwick County

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand their existing capabilities, service characteristics, and their input on regional coordination. Of the ten 5311 providers in the South Central Region, responses were received from all ten providers.

Operational Characteristics

The two largest transit providers in the South Central Region are Twin Rivers Developmental Supports taking over 47,000 annual trips travelling nearly 90,000 total miles and Futures Unlimited, Inc. totaling over 35,000 annual trips traveling over 136,000 total miles.

Service areas for providers of the South Central Region include five providers offering service outside the county they are based in. The ability of these providers crossing multiple boundaries will help in developing future coordination efforts within the region.

Operating hours are mostly limited to weekdays during regular business hours. Providers offering service beyond the usual hours include Futures Unlimited who operate till 8:30 at night during the weekdays and limited service on Saturdays. The only other provider to acknowledge extended service hours was Sedgwick County Department of Aging offering service during Saturdays till 4:00 p.m.

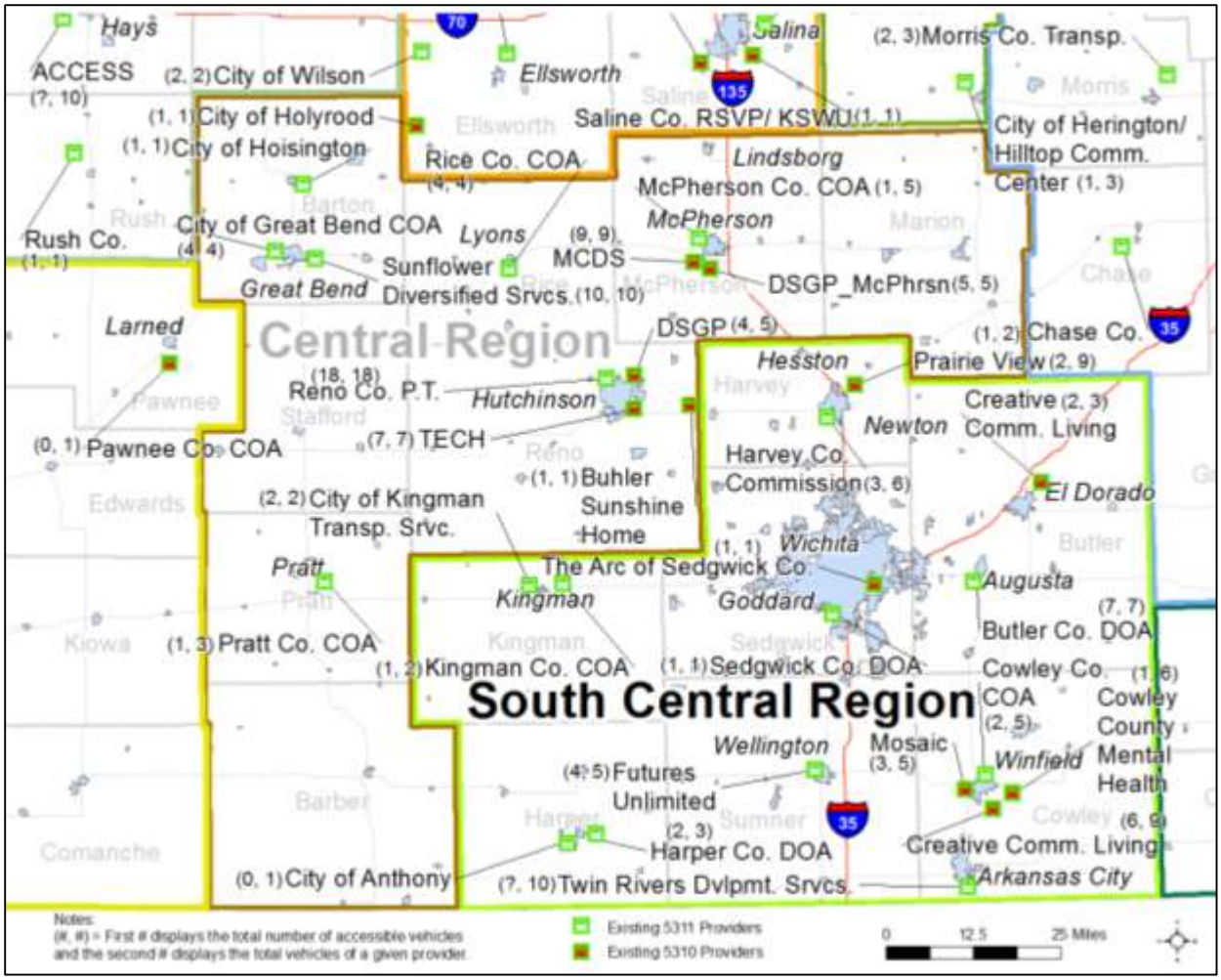
Issues Identified Related to Transit Coordination

The survey responses gathered in the South Central Region found minimal amounts of coordination between the several providers in the region. At the same time, Kingman County COA does coordinate with the City of Kingman to provide trips outside the city and also with Harper County by meeting at each other's county border. Compared with other regions, the South Central providers responded to the common obstacles preventing coordination; i.e. funding, geography and jurisdictions; with various ways to solve previously identified coordination issues. These solutions involved support for better educating providers on coordination possibilities, distributing funds more fairly between providers, rural providers coordinating trips when destinations are similar, and increasing the use of efficient transit technology.

Region Focused Map

Figure 16 displays the location of 5311 and 5310 providers in the South Central Region.

Figure 16 South Central Region - 5311 & 5310 Providers



REGIONAL MEETING SUMMARY

An initial stakeholder meeting was held in the South Central region in Wichita on August 21st, 2013. The meeting discussion included an overview of the project, unmet customer needs and service/operations gaps that providers encounter in their areas. Transportation providers from Rice County COA, Kingman County COA, McPherson Senior Center, Twin Rivers Developmental Supports, Cowley County COA, Futures Unlimited Inc., Harper County DOA, Prairie View, Mid-Cap Inc., City of Anthony, VRide, Starkey Inc., City of Kingman, Sedgwick County DOA, Cowley County Mental Health, Wichita Transit, Harvey County, and Creative Community Living were present. Representatives from KDOT, WAMPO and Butler County DOA were also present. 5311 recipients were required to be present at the meeting.

General Discussion:

- Other regions currently in use include KDHE, KDOT Regions, CTDs, and Transportation. All these regions must be considered when providing transit service.
- Stakeholders were curious when the MPOs will be involved.
- Coordination between the state and feds should also be considered, "multi-level coordination."

Challenges:

With a large urban area in the center of this region, demand for ridership is drastically different from one county to another. Demand for service is uneven, with some providers experiencing demand that surpasses resources, while other counties have very little demand for service. Areas of low demand or with few transit resources may need assistance from other areas to provide service to those living in smaller communities. Other challenges identified include the frequency of longer trips limiting overall coverage and management brokers taking potential ridership away from existing providers through Medicaid funded trips.

- Twin Rivers does its best to serve all of Cowley County, but it's difficult.
- Places like Lyons simply have limited demand for transit, so options for transit are small.
- Before KanCare, you could not group trips for medical providers, but now many medical providers' book trips on their own. This is costing Futures Unlimited trips. Generally, KanCare has created additional problems for contracted (NEMT) Non-Emergency Medical Transportation providers that are also 5311 providers.
- 5311 proprietors are losing riders to management brokers. Discussions with KDOT should be made to make sure brokers are not hurting rural providers.
- Longer trips pose issues for service and meeting the needs of riders in a short time frame.
- Futures Unlimited demand for service surpasses the current resources available.
- Demand exists to multiple regions.

Needs:

While the South Central region may have more providers than most other regions, there are holes in span of service for early mornings, late evenings, and weekends. The needs for some of these times are because of dialysis appointments and more frequently seen in the rural areas of the region.

- Some counties may have minimal service, so there are still needs to be accommodations.
- Twin Rivers needs drivers for early morning dialysis trips.
- City of Anthony suspects there is a need for service after 5:00 p.m. and on weekends, but it is currently not offered by the city. Employment trips are also needed. The city is only 1.5 miles wide.
- Multi-level coordination efforts must also be made with the state and federal governments
- Counties with transit still have gaps in service within the county
- Early morning trips to dialysis appointments and general trips in the evening and on weekends

Existing Coordination:

- Harper County serves the entire county and coordinates with Sumner County on trips into Wichita, but goes no farther than El Dorado.
- Kingman County will pick up people in Sedgwick to go into Wichita. This is done after calling Sedgwick County first to get the okay.
- Sedgwick County DOA also contracts operations.

Opportunities:

Opportunities discussed at the South Central meeting concentrated on possibilities of coordination and maximizing available funding. Input on coordination focused on examples of current coordination taking place in the form of contracting and communication between counties for trips crossing county boundaries. Examples from other states were also used to show how coordination can lead to cost savings, when it comes to forming consortiums for liability insurance.

- One of the coordination issues in Iowa was liability insurance. They formed a consortium for insurance. There is a mixture of insurance types: self-insured (Sedgwick), larger agencies, and individual agencies.
- Formalize existing coordination efforts.

SUMMARY OF NEEDS

South Central Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting areas within the region and across the state. Once the needs and barriers were listed, the study team identified the best agencies to approach them based on the agency's service capacity, service responsibility, and amount effected by each need/barrier. Table 7 contains the results of the needs assessment for the South Central Region.

South Central Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of the needs identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with the level of importance of each need/barrier in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Twelve providers submitted survey responses for this region. Fifty eight percent of responding providers in this region ranked enhancing the perception of

transit as a high priority. The next top priorities were ranked as high by fifty percent of responding providers, and those are to address policy barriers in crossing jurisdictional boundaries, and to assess a fare structure for trips crossing multiple providers and or boundaries. The lowest level of need for this region is assistance with training and managing employees and volunteers, and was ranked as low by seventy five percent of respondents. Coordination with large employers and other destinations to on trip scheduling, as well as improving and establishing inter-city connections to regional transit center while preserving in town transit ranked as a low priority with fifty eight percent responding low. Sixty seven percent of respondents ranked the need to assess the feasibility of "some level of service" in counties presently without service as a moderate priority. Refer to Appendix III for the survey results.

Table 7 South Central Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																			Comments
	Cowley County Council on Aging	Harvey County Commission	Harper County DOA	Sedgwick County Dept. on Aging	Twin Rivers Developmental Services	Butler County Dept. on Aging	Kingman County COA	City of Kingman Transportation Service	Futures Unlimited	City of Anthony	Prairie View	Cowley County Mental Health Center	Creative Community Living	Mosaic	The ARC of Sedgwick County	Kansas DOT	Other Social Service Agencies	Intercity/ Private Transportation	Providers from adjacent regions	
There is demand for trips between multiple defined regions.	✓		✓				✓									✓			✓	.
Provide more long-distance trips to regionalized services.	✓	✓	✓			✓	✓									✓				
Counties with transit still need connections to local destinations and rural areas of the county.	✓	✓	✓			✓	✓		✓							✓				
Expand service span for dialysis appointments or other trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				Specifically weekends, early mornings and evenings.
Coordinate local budget cycles with KDOT grant cycle to ease coordination.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Formalize existing informal coordination efforts.				✓			✓									✓				
Form consortiums for liability insurance among multiple providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Alleviate fear of paperwork/rules associated with being a 5310 or 5311 provider.																✓				

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need																			Comments
	Cowley County Council on Aging	Harvey County Commission	Harper County DOA	Sedgwick County Dept. on Aging	Twin Rivers Developmental Services	Butler County Dept. on Aging	Kingman County COA	City of Kingman Transportation Service	Futures Unlimited	City of Anthony	Prairie View	Cowley County Mental Health Center	Creative Community Living	Mosaic	The ARC of Sedgwick County	Kansas DOT	Other Social Service Agencies	Intercity/ Private Transportation	Providers from adjacent regions	
Overcoming service limitations based on jurisdictional boundaries.	✓	✓	✓	✓			✓									✓				
Additional funding may be required to meet critical needs.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				
Examine opportunities to extend service to un-served areas	✓		✓				✓									✓				
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓				

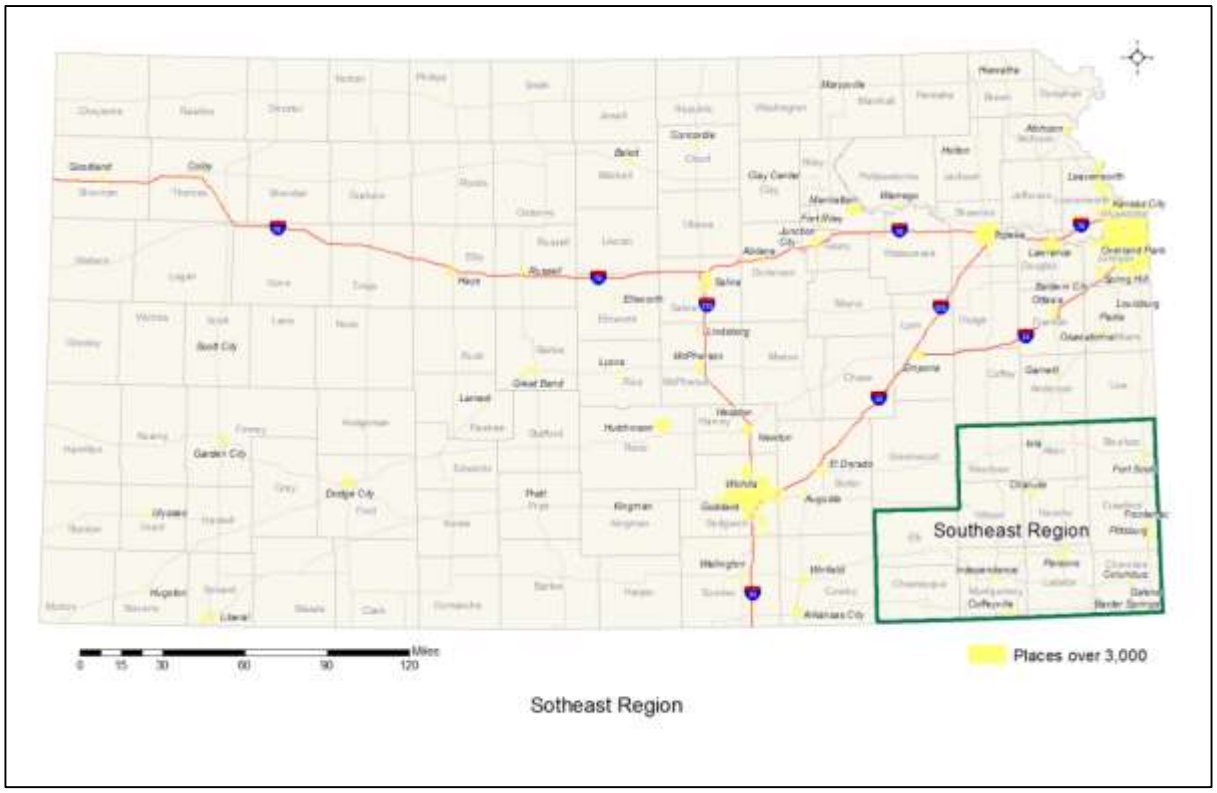
Southeast

The Southeast Region encompasses eleven counties and parts of CTDs 11 and 10. The cities of Arkansas City, Baxter Springs, Chanute, Coffeyville, Columbus, Fort Scott, Frontenac, Galena, Independence, Iola, Galena, Parsons, Pittsburg and Winfield make up the towns with populations over 3,000 people. Residents located in larger populated areas have greater access to transit when compared with residents in smaller communities. Many smaller communities experience lack of service because of funding or shortage of drivers in this region. Currently, four of the eleven counties are without 5310 or 5311 transit providers located within their boundary including Chautauqua, Labette, Wilson and Woodson. Demographic data for each county in the Southeast Region is noted in Appendix IV.

The eleven counties in this region include:

- Allen
- Bourbon
- Chautauqua
- Cherokee
- Crawford
- Elk
- Labette
- Montgomery
- Neosho
- Wilson
- Woodson

Figure 17 Statewide Map - Southeast Region



LIST OF PROVIDERS

Providers identified in the Southeast Region are categorized according to their source of funding from KDOT. 5311 providers are funded under the Section 5311 (General Public Transportation) program providing capital and operating funds to support rural and small urban (under 50,000 population) transportation projects that serve the general public[10]. 5310 providers are funded under the Section 5310 program (Specialized Transportation for the Elderly or Disabled) providing funds to private non-profit corporations and local governments, in both urbanized and non-urban areas, for providing transportation services to meet the special needs of the elderly and the disabled.

5311 Providers

***Bourbon County Senior Citizens, Inc.* –** Bourbon County Senior Citizens, now operated by SEK-CAP, provides demand response service to those within a three-mile radius of Fort Scott, limited to paved roads. There are approximately 700 rides per month. The service operates three passenger vans, one ADA accessible, from 7:30 a.m. to 4:30 p.m. on Monday, Wednesday and Friday, and only till 3:30 on Tuesdays and Thursdays. Fares cost $3 per ride or can purchase 12 rides for $30.

***Class LTD* –** Class LTD operates within the City of Parsons on weekdays from 7:30 a.m. to 9:00 a.m. They provide service with 19 vehicles, ten ADA accessible. Fares cost $1 per trip, or $2 per round trip.

***Elk County Council on Aging* –** Elk County COA, based in Howard operates two passenger vans, one ADA accessible throughout Elk County and destinations as far as Kansas City, Missouri and Wichita. They provide roughly 20 rides per month during weekdays only from 8:00 a.m. to 5:00 p.m. Fares are either $5 for in-county trips or based on miles for destinations outside Elk County. Trips outside the county are as low as $10 per round trip for destinations as far as 60 miles away, and go as high as $50 per round trip for destinations ranging from 250 to 300 miles.

***Elm Acres Youth Home & Family Services, Inc.* –** Elm Acres Youth Home & Family Services offers demand response service weekdays from 7:30 a.m. to 2:30 p.m. to destinations within a 20-mile area of Crawford County area including Pittsburg, Frontenac. The service, based in Pittsburgh provides roughly 700 rides per month with three passenger vans, one ADA accessible. Fares cost $1 per trip, or $2 per round trip.

***Four County Mental Health* –** Four County Mental Health, based in Independence operates 11 passenger vans, four ADA accessible, weekdays from 8:00 a.m. to 5:00 p.m. and on Saturdays for Dialysis appointments. They provide over 3,000 riders per month within the counties of Chautauqua, Elk, Montgomery, and Wilson. Fares cost $2 per trip within the city limits of towns included in the service area. An additional $1 is charged every five miles outside each city's limits.

[10] Kansas Department of Transportation (KDOT). Public Transportation Applications. Section 5310/5311 Funding. http://www.ksdot.org/burtransplan/pubtrans/index.asp

SEK-CAP, Inc. – SEK-CAP operates 25 vehicles, eight ADA accessible, out of Girard for a deviated route weekdays from 6:30 a.m. to 4:30 p.m. and from 9:00 p.m. to 3:00 a.m., Saturdays from 9:00 p.m. to 3:00 a.m. They also operate a deviated fixed route weekdays from 7:00 a.m. to 9:00 p.m. and Saturdays 11:00 p.m. to 3:00 a.m. It offers service to Crawford, Cherokee, La Bette, Bourbon, Linn, Neosho and Montgomery Counties, but also Bartlesville, Oklahoma four to five times per month and Joplin, Missouri three to four times per month. SEK-CAP provides approximately 8,000 rides per month. Fares cost $0.50 ride for deviated fixed route service and $1 per ride for deviated route service.

Senior Services of Southeast Kansas, Inc. – Senior Services of Southeast Kansas provides approximately 60 rides per month to communities including Coffeyville, Columbus, Erie, Iola, and as far as Cherryville, Independence, Parsons and Wichita. The service, based in Coffeyville operates eight vehicles, three ADA accessible, weekdays from 9:00 a.m. to 3:00 p.m. Fares are decided on a donation basis only.

Tri-Valley Developmental Services, Inc.

5310 Providers

In addition to 5311 general public transportation providers, several 5310 transportation programs are present in the region. These programs are listed below.

Allen County

Southeast Kansas Mental Health Center

Via Christi Regional Medical Center

SURVEY RESULTS ASSESSMENT

A survey was given to all 5311 providers in the state of Kansas to understand their existing capabilities, service characteristics, and their input on regional coordination. Of the seven 5311 providers in the Region, responses were received from all providers.

Operational Characteristics

The two largest providers in terms of ridership and scope of service in the Southeast Region are SEK-CAP Inc. and Four County Mental Health. SEK-CAP Inc. takes over 93,000 annual trips traveling over 326,000 miles and Four County totals nearly 35,000 annual trips traveling over 320,000 total miles.

A majority of the Southeast providers have service areas either covering either their entire county or also locations outside their county boundary. Not only do multiple providers offer service to major population centers, such as Wichita and Kansas City, but SEK-CAP Inc. has also offered trips outside the state in Bartlesville, Oklahoma and Joplin, Missouri on a weekly basis. The larger service areas in the Southeast region could make further coordination easier when compared to regions with more service boundary constraints.

Operating hours are often limited to weekday business hours. Providers offering regular service hours beyond the usual weekday service include Class LTD and SEK-CAP Inc. Class LTD operates service weekdays till 9 p.m. and SEK-CAP Inc. offers deviated fixed route service till 9 p.m. during the week. SEK-CAP Inc. offers deviated route service from 9 p.m. to 3 a.m. every day but Sunday and deviated fixed route from 11:00 p.m. to 3 a.m. on Saturdays. Flexibility was also seen with Saturday dialysis appointments for those using Elk County COA's system.

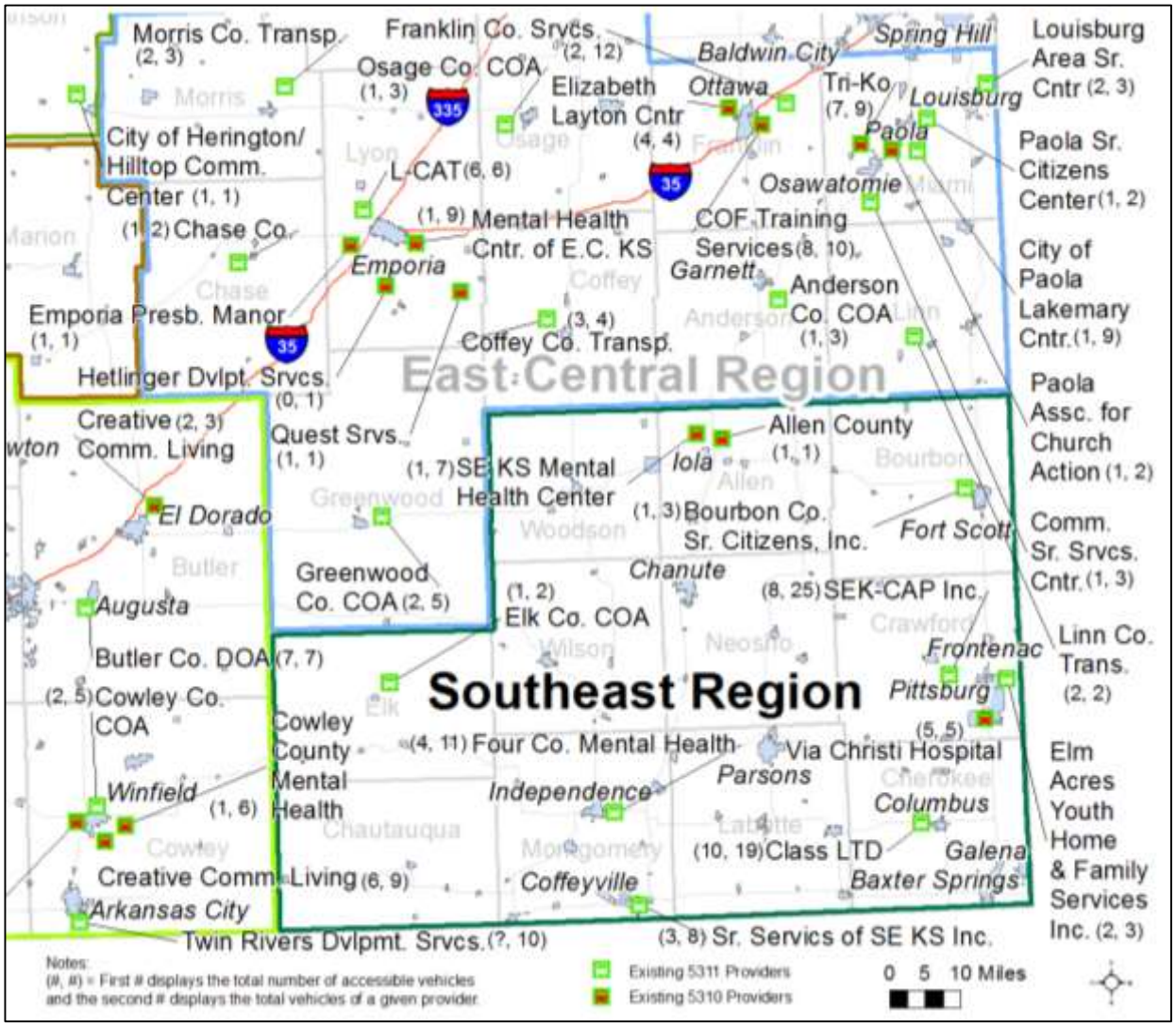
Thoughts on Coordination

Current coordination within the Southeast Region is limited, but Four County Mental Health does report providing information and phone numbers of available transit service in the area. Dispatchers also call providers when arranging trips for passengers and has met Elk County COA for trips to destinations outside Four County's service area. While providers identified similar obstacles to coordination; i.e. funding, jurisdictions, and policies; there were opportunities identified to improve public transportation like additional hours of service, how the public is educated on what services are offered by providers, and updating dispatchers on other providers' current service characteristics.

Region Focused Map

Figure 18 displays the location of 5311 and 5310 providers in the Southeast Region.

Figure 18 Southeast Region - 5311 & 5310 Providers



REGIONAL MEETING SUMMARY

Introductions

An initial stakeholder meeting was held in the Southeast Region in Girard on August 22nd, 2013. Discussion included unmet customer needs and service/operations gaps that providers encounter in their areas. Transportation providers from SEK-CAP Inc., CLASS LTD., Four County Mental Health Center, Tri-Valley Developmental Services, Bourbon County Senior Citizens Inc., Elk County COA, and Elm Acres/DCCCA. Representatives from Crawford County, City of Independence, and KDOT were also present. 5311 recipients were required to be present at the meeting.

General Discussion:

- Wilson and Chautauqua are both being provided 5311 service by Four County Mental Health. Chautauqua County is also served by Cowley County.
- SEK-CAP Inc. representative believes Linn County, located in the East Central Region has a lot of movement into the Southeast Region.
- 99% of Elk County's trips head into the South Central Region, Wichita and El Dorado.
- Iola, Chanute, and Humboldt are all served by Senior Services of Southeast Kansas and provides service county-wide. In addition, they provide service to Yates Center, but nowhere else in Woodson.
- Senior Services are being referred to by other agencies to travel to Parsons.
- CTD publishes an SECT paper book that has all of the contact information for district transit providers.
- City of Fredonia previously had service with fares being only donation based.
- There are VA facilities in Parson, Fort Scott, and Wichita.
- There is movement from both Chautauqua and Cowley Counties to Coffeyville

Challenges:

The challenges facing this region are similar to other regions in that jurisdiction boundaries limit possible service areas, and riders often use demand response as a chauffeur service. One restriction that had yet to come up in the other regions was the possibility of KDOT disallowing rural providers serving urban clients. This constraint would make coordination more difficult and could be revisited in the near future.

- Connie from KDOT believes there is a rule that restricts rural providers from serving urban clients.
- Issues of balancing between acting as a general public transit service versus a chauffeur service can negatively impact potential riders.
- Four County used to make long-haul trips, but now take people to FISH, in Independence, and RSVP; which only provides medical trips to Kansas City and Wichita. These trips can have dependability issues.

- Bourbon County Senior Services only operates within the city limits of Fort Scott, but receives many calls to travel outside of town.

Needs:
While there are needs for inter-county service, the main narrative that came across involved changing people's perception of transit. Stakeholders thought areas with little service lacked enough people to run the service and potential riders would think fares to be too expensive.

- Reasons for counties lacking effective transit service include:
    - Nobody available to run the program
    - Citizens think fares are too expensive
    - Perception of public transportation
    - Counties served by other counties' providers are taking the service for granted.
- Elk County COA in Howard has limited resources, but there is large demand for travel outside of town. They could provide trips to other agencies, but there would be a large fare parity.
- Flexibility of travel outside of county lines

Existing Coordination:
- A SECT book collects info from all social service agencies
- Four County provides service to Wilson and Chautauqua Counties
- Senior Services serves Iola, Parsons, Chanute, Humboldt, and Yates Center

Opportunities:
A potential opportunity came up in the meeting that included sharing vouchers with other providers when demand surpasses resources of one provider or another. Institutions like universities were also thought to be a possible partner in coordination with assisting transit service funding.

- Voucher Program - Four County previously worked with four different agencies on a voucher program, so if they couldn't provide services they would give a client a voucher so the client could use with on another provider.
- Universities can offer assistance like how SEK-CAP receives money from Pittsburgh State for coordinating with them.
- Coordinate medical providers - Rural citizens are known to travel to town once a month making coordination of doctor appointments more important.

SUMMARY OF NEEDS

SOUTHEAST Region Needs Assessment

The study team's next step after reviewing the information gathered from the stakeholder meetings in each region was to critically assess the locally identified needs and barriers affecting areas within the region and across the state. Once the needs and barriers were listed, the study team identified the best agencies to approach them based on the agency's service capacity, service responsibility, and amount effected by each need/barrier. Table 8 contains the results of the needs assessment for the Southeast Region.

SOUTHEAST Region Stakeholder Needs Prioritization Survey

Following the study team's identification of regionally significant needs, a second survey was distributed to regional stakeholders asking them to prioritize 13 universal needs statements based off of the needs identified in the regional meetings. Survey-takers were instructed to designate each need as either a low, medium or high priority corresponding with the level of importance of each need/barrier in their designated region.

Data collected from this survey assisted the study team in developing new concepts and strategies for regional coordination throughout the state. Seven providers from this region responded and only one priority was ranked as a high priority by fifty percent or more of respondents. Fifty six percent of responding providers ranked the need to assess the "feasibility of "some level of service" in counties presently without service as a high priority. Among priorities ranking the lowest, sixty seven percent of respondents' ranked assistance with training and managing employees and volunteers as a low priority. Coordination with large employers and other destinations to on trip scheduling ranked as the next lowest priority with fifty six of responding providers ranking that need as low. Priorities in this region were split up across all levels, and no priorities ranked as moderate by fifty percent or more of responding providers. Refer to Appendix III for the survey results.

Table 8 Southeast Region - Needs Assessment

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need														Comments
	Bourbon County Senior Citizens, Inc.	Elk County COA	SEK-CAP, Inc.	Elm Acres Youth Home & Family Services, Inc.	Senior Services of SE KS Inc.	Four County Mental Health	Class Ltd.	Tri-Valley	Allen County	SE KS Mental Health Center	Via Christi Regional Medical Center	Kansas DOT	Other Social Service Agencies	Providers from adjacent regions	
Rural providers may be unable to provide service to urban clients.												✓			Connie from KDOT brought this up in the Girard meeting, but was unsure of the details.
Manage passenger expectations regarding public transit, and coordination of public transit (dispatching, drivers)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Overcoming service limitations based on jurisdictional boundaries.	✓	✓	✓		✓	✓	✓					✓			Bourbon Co. Sr. Services only operate within the city limits of Fort Scott, but receives many calls for trips outside of town.
Improve education to the public on current transit service offered.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Examine opportunities to extend service to un-served areas		✓	✓		✓	✓						✓			There are communities demanding transit, but are without an organization willing to provide it.
Some citizens believe transit service is too expensive and/or have a negative perception of transit.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
Extend voucher program to additional providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	Four County has worked with four other agencies on a voucher program, so in the event they were unable to provide services they would give a client a voucher to use with another provider.

Locally Identified Need/Barrier Region Specific in blue Applicable statewide in green	Agencies Positioned To Address Need														Comments
	Bourbon County Senior Citizens, Inc.	Elk County COA	SEK-CAP, Inc.	Elm Acres Youth Home & Family Services, Inc.	Senior Services of SE KS Inc.	Four County Mental Health	Class Ltd.	Tri-Valley	Allen County	SE KS Mental Health Center	Via Christi Regional Medical Center	Kansas DOT	Other Social Service Agencies	Providers from adjacent regions	
Increase coordination with not only transit providers, but also hospitals, higher education and major employers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	People living in rural areas have been known to only travel into town once-a-month. Service could then be consolidated into a few monthly trips, considering the overall expected ridership.
Form consortiums for liability insurance among multiple providers.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Alleviate fear of paperwork/rules associated with being a 5310 or 5311 provider.												✓			
Additional funding may be required to meet critical needs.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	Elk County COA needs more resources in order to meet the larger demand for trips to destinations outside the town of Howard.
Standardization of fare collection systems	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Expand service span for dialysis appointments or other trips.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Coordinate local budget cycles with KDOT grant cycle to ease coordination.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			

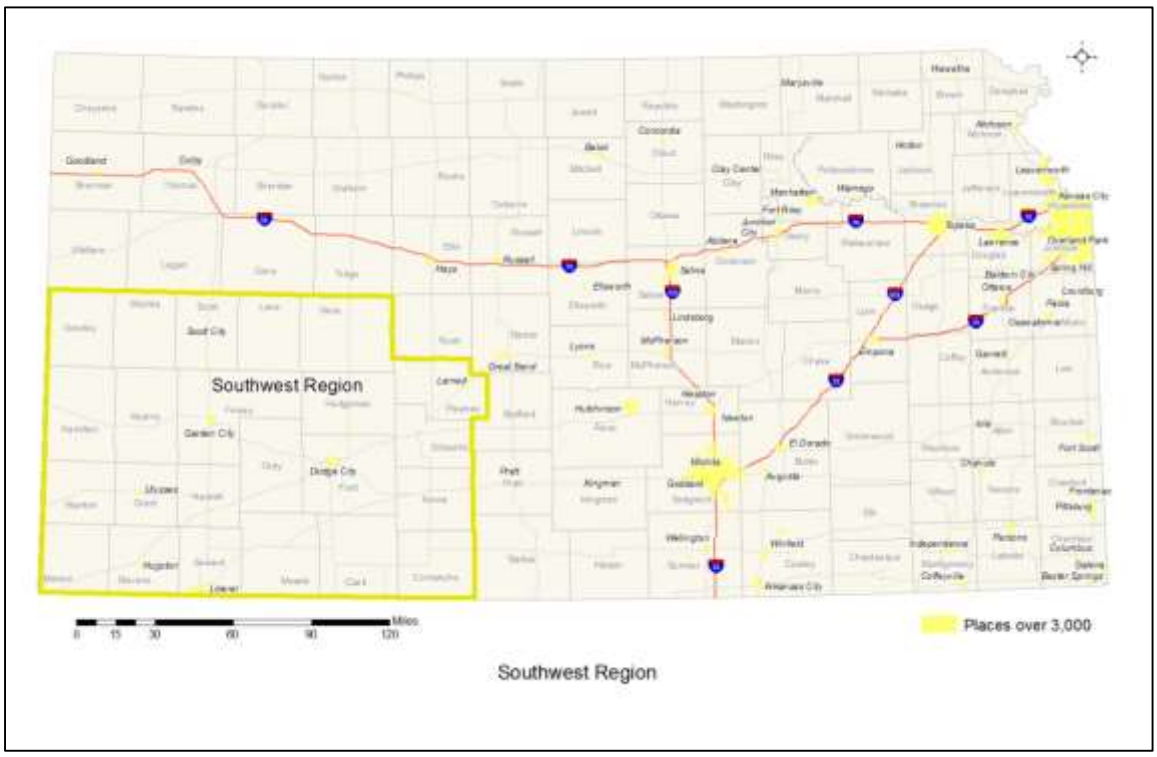
Southwest

The region is primarily rural, with many of the medical, financial and retail services, as well as employment opportunities are located in the region's larger towns of Dodge City, Liberal, and Garden City. Wichita and Hays, in neighboring regions, attract some trips from the Southwest Region, with the majority of the inter-regional trips being for medical purposes. Demographic data for each county in the Southwest Region is noted in Appendix IV.

The Southwest Region is composed of the following twenty-three counties:

- Greeley
- Wichita
- Scott
- Lane
- Ness
- Hamilton
- Kearny
- Finney
- Hodgeman
- Pawnee
- Stanton
- Grant
- Haskell
- Gray
- Ford
- Edwards
- Kiowa
- Morton
- Stevens
- Seward
- Meade
- Clark
- Comanche

Figure 19 Statewide Map - Southwest Region



LIST OF PROVIDERS

The Southwest Region includes 8 transit providers that receive state and federal grants through the various programs. Each provider is profiled below. Appendix II in the appendix displays more detailed information on all of the 5311-funded providers as well as the Liberal Good Samaritan Center. While the survey was focused on Federal 5311 grant providers, Liberal Good Samaritan was included as they have recently been a 5311 program recipient. They are presently in the 5310 program.

5311 Providers

Six transit providers are Section 5311 funding recipients providing service to the general public.

City of Dodge City – Dodge City offers demand response service to people in town or within two miles of city limits. It operates three 20-passenger vehicles and one van. Currently, Dodge City contracts all of its dispatching to Finney County Committee on Aging, Inc. The service provides approximately 1,000 rides per month and operates 7:00 a.m. to 6:00 p.m., Monday through Friday. Dodge City is currently exploring the option of fixed route transit service within the city limits.

City of Liberal – Liberal City Bus operates both fixed route and demand response service. The fixed route service provides approximately 1,900 rides along two routes with one-hour headways running in loops along arterial streets connecting shopping, employment areas and medical facilities. Liberal City Bus operates three 20-passenger buses in their fixed route service. City Bus runs from 5:00 a.m. to 7:00 p.m., Monday through Friday. Demand response service provides approximately 150 rides per month using one van.

Finney County Committee on Aging, Inc. – Finney County operates both fixed route and demand response service in and around Garden City. It is the largest transit system in the region, providing approximately 5,000 rides on its four fixed routes and 1,200 rides through its demand response service each month. The fixed routes operate with one-hour headways. The agency provides service with 17 20-passenger buses and one van from 6:00 a.m. to 7:00 p.m., Monday through Friday.

Hamilton County VIP's – Hamilton County offers demand response service to its residents. Based in Syracuse, the agency provides approximately 200 rides per month for medical and non-medical purposes using one van. The agency makes one or two trips to Garden City for medical purposes each week. Its hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Lane County Transportation – Lane County provides demand response service out of Dighton. It uses one van to provide approximately 100 rides per month. Service is available for any purpose within the county and for medical purposes outside of the county (to Hays). It operates 8:00 a.m. to 5:00 p.m., Monday through Friday.

Stevens County Community Health – Stevens County Community Health provides medical and non-medical trips with service open to the general public. The service, based in Hugoton operates one van

locally and travels to Garden City several times per month based on demand. The agency provides roughly 100 rides per month. Its service hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

5310 Providers

Two providers in the region receive Section 5310 funding that is dedicated to the transportation of the elderly and people with disabilities.

Liberal Good Samaritan Center – Liberal Good Samaritan Center provides demand response transportation for its clients in Liberal. Trips are available for both medical and non-medical purposes with destinations within 250 miles of Liberal, however, the vast majority of trips outside Liberal are to/from Garden City. Good Samaritan provides approximately 300 rides per month and representatives from Good Samaritan believe there is reserve capacity in the system. Liberal Good Samaritan provides transportation service from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Pawnee County Council on Aging – Pawnee County operates demand-response service out of Larned using one van. It provides approximately 250 rides per month for medical and non-medical purposes and operates 8:00 a.m. to 1:30 p.m., Monday through Friday.

Intercity Providers

BeeLine Express – Prestige Bus Lines operates the BeeLine Express intercity bus service with two routes out of Wichita, KS. An east/west route runs through the Southwest Region, with one end in Wichita and the other in Pueblo, CO. The region hosts four BeeLine stops in Greensburg, Dodge City, Garden City, and Syracuse. The eastbound and westbound buses each come through once a day in the mid-to-late morning.

Los Paisanos – Los Paisanos offers several intercity bus routes out of El Paso, TX, one of which passes through the Southwest Region of Kansas, stopping in Liberal, Garden City, and Dodge City, en route to Kansas City.

Vehicle Distribution

Among 5310 and 5311 providers, the majority of vehicles are located in the three larger towns in the center of the region: Liberal, Garden City, and Dodge City. Figure 20 shows the distribution of vehicles across the area. The 5311 providers in the larger towns have all of the region's 20-passenger buses. Outside of Liberal, Garden City and Dodge City, 5310 and 5311 providers generally operate using a single vehicle (lift/ramp equipped vans).

Figure 20 Southwest Region - Distribution of Transit Vehicles

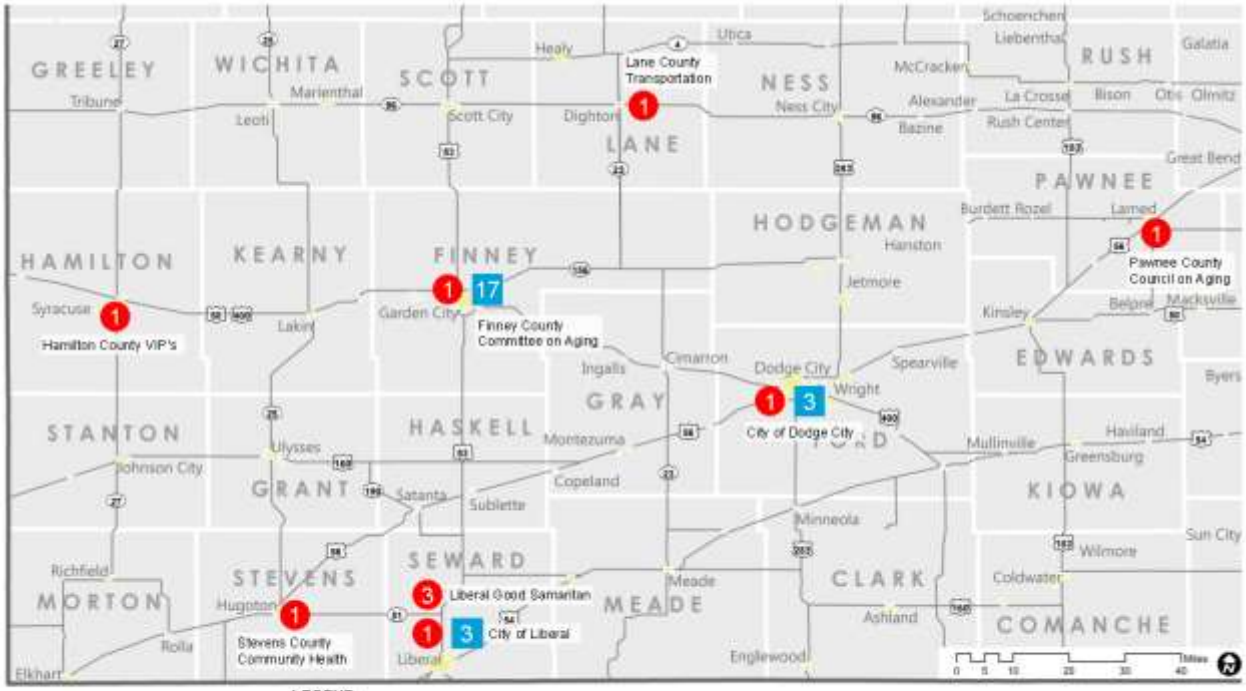


Figure 1
Transit Vehicle Type and Quantity by Provider

REGIONAL MEETING SUMMARY

To establish an environment more conducive to open discussion, initial stakeholder meetings were held at three locations on consecutive days in the Southwest Region. Meetings were held in Liberal, Garden City, and Dodge City. The meeting in Liberal was attended by transit administrators from the City of Liberal, Finney County, Stevens County, and Liberal Good Samaritan. The meeting in Garden City was drew a broad cross section of stakeholders, including elected officials from county and state levels, transit administrators from Finney and Hamilton Counties, and social service providers. The meeting in Dodge City drew transit administrators from Finney County and Dodge City, government officials from the county and city levels, and a representative from Cargill, a major employer in the area.

Discussion at each of the meetings focused on mostly similar issues, each of which is detailed below.

Existing Coordination Efforts

Coordination efforts in the region include:

- Information and lessons learned are shared at quarterly Coordinated Transit District (CTD) meetings.
- Finney County Transit (FIT) provides dispatch service for Dodge City Public Transportation.
- Being the largest agency (serving the most customers with both fixed route and demand response service) FIT typically has more exposure to federal requirements and has more in-house services than other agencies in the region. FIT regularly shares its expertise in issues related to federal and state administrative requirements and mechanical work.

Coordination and Operating Challenges

Meeting participants discussed some of the challenges and changing conditions they believe will affect the provision of transportation services in the near future. Mainly, they see a change in the types of people demanding service. First, many seniors expect to “age in place” rather than move to assisted living facilities in larger towns. As people grow older and get less able to drive, they will need more help with transportation. Second, some families are becoming single-vehicle households with one adult lacking access to a car to commute to work or travel to other destinations. Transit is necessary to make this lifestyle feasible. Finally, some participants also expressed a need to provide service to youth too young to drive.

Needs

The discussion at the first round of meetings primarily focused on the providers’ needs.

Intercity Service – Many social services and amenities are concentrated in regional centers rather than being distributed throughout the smaller towns in the area. In order to remain relevant to customers and help meet their transportation needs, discussion participants posited that a stronger intercity transit

system needs to be developed. In particular, rural and small town residents need access to the medical facilities in Garden City and Wichita.

Beyond medical service, participants suggested that transit could support people's commute to work. Sometimes housing is unaffordable in the towns where people work, so they have to live elsewhere. It was noted that informal carpools and vanpools exist in the area to help with this, but some of those present also thought public transit could help serve this purpose.

In addition, the need for service to regional airports was mentioned. Within Garden City, Finney County currently offers service to the airport on weekday mornings, and several shuttles provide service on the weekends.

The need for better coordination with the BeeLine Express to provide longer intercity trips was mentioned several times. The BeeLine Express has stops along Highway 400 in Garden City, Dodge City, Greensburg, and Syracuse.

Service Expansion into Rural Areas – Many counties in the Southwest Region lack access to transit service altogether. Meeting attendees recommended that service be extended to these areas by some means if possible.

Support for the Commute to Work – A major employer in Dodge City stated that it does not seem as though local transit supports employees' commutes to work, even for employees living in town.

Staff Development – Management training and additional staff would increase the capacity of transit providers to offer high quality service. Many transit employees work on a part-time basis in an effort to reduce operating costs. In Liberal, having an essentially part-time workforce creates management challenges for the Transit Supervisor, who is also a part-time transit employee. A full-time staff might increase the providers' efficiency and effectiveness.

In addition, it was noted that part-time staff members sometimes have difficulty understanding transit program policies. Training and policy simplification could help increase employees' capabilities.

Schedule Expansion – Several meeting attendees noted that the current transit schedules do not work well for people working jobs outside traditional business hours. They suggested service be expanded to include evenings and weekends.

Enhanced Marketing/Communication Programs – There is the perception that many potential customers are unaware that public transit service exists in their community and there is the need to enhance the outreach/marketing activities. In particular, it was suggested that the marketing approach needs to reach people in the area with limited English proficiency.

Weather Protection – Weather in the region can be severe. Discussion participants proposed that some bus stops should have shelters constructed to make waiting for vehicles more comfortable in inclement weather. It was noted that seniors have a particularly difficult time with bad weather.

Funding Support – Transit providers noted that they could use assistance in locating and obtaining additional funding.

Near Term Coordination Opportunities

Meeting participants identified several near term opportunities for implementing programs that promote coordination. These concepts were referred to as "low-hanging fruit" that could be implemented quickly with minimal/no cost increases.

Cimarron – The council in Cimarron has allocated funding for transit service for the last several years. The concept needs to be further developed, but it is possible that Cimarron could meet its needs by contracting service from one or more neighboring providers.

Liberal Paratransit – Currently, both Liberal City Bus and Liberal Good Samaritan provide demand response service within Liberal. Having just implemented fixed route service, Liberal City Bus staff is required to focus on two services (fixed route and demand response) with very different clientele. As many community residents are not familiar with fixed route service and how it works, City Bus staff has an expanded responsibility of educating the public on the service, while maintaining their responsibility to demand response customers. Discussion at the meeting included introducing the idea of Liberal Good Samaritan assuming responsibility for demand response service in Liberal. It has spare capacity on its lift-equipped vehicles and is experienced in providing the service. A key barrier to advancing the concept is funding. As a 5310 provider, Liberal Good Samaritan receives a limited amount of operating funds and these funds are not adequate to allow them to carry all of the community's demand response customers.

Liberal-to-Garden City Trip Coordination – Liberal residents have no public transit access to Garden City beyond the cost-prohibitive ($1 per mile) trip provided by Liberal Good Samaritan. Stevens County currently makes trips to both Liberal and Garden City. Meeting attendees noted that it might be possible for Stevens County to provide the trip to Liberal residents.

Non-KDOT Provider Dispatching – Attendees suggested incorporating non-KDOT providers into the NOVUS scheduling system. If the goal is to centralize dispatch and there are more non-KDOT assisted providers than KDOT providers, success on centralization might need to include non-KDOT providers.

SUMMARY OF NEEDS

SOUTHWEST REGION NEEDS ASSESSMENT

Table 9 displays the needs/barriers identified by stakeholders in the Southwest Region as well as a listing of agencies positioned to address the needs/barriers. The majority of needs relate to the expansion of service in a variety of ways, including extending service hours, building access to transit in areas currently lacking it, and developing additional routes, both in-town and between cities. In particular, intercity routes seem to be a pressing need. Social and medical services are mainly located in a few larger towns in the region. Without access to intercity transportation, residents of smaller towns and

rural areas needing certain services could be forced to move to larger towns to access those services. Intercity transit service gives people access to critical services (medical and shopping) while allowing them to remain in their desired home place. Retaining these residents can help protect the health of smaller communities by allowing those unable to drive to continue living there.

In addition to the expansion of transit service, stakeholders listed needs include training, marketing, vehicle upgrades, dispatch coordination, and access to funding. Stakeholders identified KDOT as a key player in addressing nearly all of these needs, and local providers were identified as being in a position to address needs as they relate to each jurisdiction.

Table 9 Southwest Region - Needs Assessment

Locally Identified Need/Barrier	Agencies Positioned To Address Need										Comments
	City of Liberal	Finney County Transit	Dodge City Transit	Good Samaritan -- Liberal	Stevens County Health Dept.	Jurisdictions without Service	Kansas DOT	Private/ Inter-city Carriers	Employers	Other Social Service Agency	
Establish a connection to inter-regional transit service.	✓			✓	✓		✓	✓			
Improve and establish regional connections between Liberal, Garden City, and Dodge City while preserving in-town transit services.	✓	✓	✓	✓	✓		✓				
Expand connections to critical regionalized services	✓	✓	✓	✓	✓		✓	✓		✓	Other agencies include health care providers, foster care providers, immigrant service organizations, and transportation providers.
Increase the span of service to weekends and evenings	✓	✓		✓			✓	✓		✓	Identified as needs in Liberal and Garden City. Lack of funding is key barrier. Depending on trip purpose, this may be suited to the role of a private provider or volunteer.
Enhance the awareness of transit service in Southwest Region	✓	✓	✓	✓	✓		✓		✓		Branding, promotion, market research, and outreach is a core mobility management activity.
Integrate/Coordinate Non-FTA/KDOT funded vehicles and services into centralized dispatching system.							✓				Presently, assumption is public transit agencies using NOVUS should not include non-KDOT program services into the scheduling databases.

Locally Identified Need/Barrier	Agencies Positioned To Address Need										Comments
	City of Liberal	Finney County Transit	Dodge City Transit	Good Samaritan -- Liberal	Stevens County Health Dept.	Jurisdictions without Service	Kansas DOT	Private/ Inter-city Carriers	Employers	Other Social Service Agency	
Assess the need/feasibility of "some level of service" in counties presently without service.						✓	✓		✓		Providing regular service to adjacent county should be evaluated as an avenue for Stevens County Health Department to get back into the 5311 program. However, depending on trip purpose, this may be suited to the role of a private provider or volunteer.
Fleets are not always best suited to the trip. For example, minivans or passenger cars are more appropriate in some cases than buses or vans	✓	✓	✓	✓	✓	✓	✓	✓		✓	For the NDOR project this was referred to as "right-sizing "the fleet.
Consideration of a broader range of solutions to mobility issues (carpool, vanpool, car sharing, public transportation, private carriers, etc.)		✓	✓				✓		✓		Finney County is a likely candidate for centralizing resources, however several other entities can assist in marketing, service provision, and mobility management if better equipped.
More miles of service in Liberal (to improve neighborhood accessibility)	✓			✓							Liberal Transit can focus on corridor based and fixed route service, and Good Sam. can become the ADA Complimentary Paratransit provider via contracted service.
Additional funding may be required to meet critical needs; state and local budget processes must be coordinated	✓	✓	✓		✓	✓	✓		✓		

Locally Identified Need/Barrier	Agencies Positioned To Address Need										Comments
	City of Liberal	Finney County Transit	Dodge City Transit	Good Samaritan -- Liberal	Stevens County Health Dept.	Jurisdictions without Service	Kansas DOT	Private/ Inter-city Carriers	Employers	Other Social Service Agency	
Training requirements vary based on program rules, and most transportation providers have a mix of volunteer, part-time, and full time drivers. In turn, tracking of compliance is cumbersome	✓	✓	✓				✓	✓		✓	

SOUTHWEST REGION STAKEHOLDER NEEDS PRIORITIZATION SURVEY

Appendix III shows the results of a survey where stakeholders were asked to categorize a list of needs as high, medium, or low priority. Eleven stakeholders responded. Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents (the numbers of votes for each priority category are listed in parentheses):

Need to establish/continue regular communication between stakeholders in region – (1 Low, 6 Medium, 4 High) Communication is key to any coordination effort. Ranking this need as a high priority suggests a willingness among respondents to work together to address common issues. Communication can also help facilitate the education of transit agency employees/volunteers as people share their experiences in addressing various issues.

Need more coordination with medical providers and other destinations on trip scheduling – (0 Low, 7 Medium, 4 High) The need to coordinate with medical providers is the only need that received no votes for low priority. Coordination with medical providers could help cluster appointments for people depending on public transportation, allowing them to share rides and make the provision of service more efficient, especially on costly intercity trips.

Need to address insufficient geographic coverage – (2 Low, 3 Medium, 6 High) The desire to address insufficient geographic coverage indicates that transit providers see unmet demand for service near where they operate. In Liberal, for example, fixed route transit operates only on arterial streets, requiring people to walk a distance to the bus stops. Expanding service deeper into residential areas would make it easier for some people to access transit services. In some areas, it could mean expanding service further outside of city limits. As seen in Figure 56, this need is distinct from the need to assess the feasibility of "some level of service" in counties presently without service.

Need to improve and establish inter-city connections to regional centers while preserving in-town transit service. Including designated inter-regional corridors for service – (4 Low, 1 Medium, 6 High) Votes for establishing intercity connections were split fairly evenly between high and low priority, though the need tied for the highest number of votes for high priority. Given the aggregation of services in larger towns and the perceived demand for access to those services, some stakeholders clearly view intercity trips as critical to providing a worthwhile service. The divided voting on this could be a result of whether or not stakeholders have access to specialized services in their hometowns.

APPENDIX I: REGIONALIZATION ANALYSIS - TECHNICAL MEMO -

MEMO

TO:	Joel Skelley, Kansas Department of Transportation
FROM:	Mark Swope, Olsson Associates
RE:	Regionalization Analysis for KDOT Transit Business Implementation Plan
DATE:	March 6th, 2013

This memo analyzes potential regions that would serve as the foundation for increased coordination levels by transit agencies within Kansas. Once the regional boundaries are identified, efforts can begin to craft administrative, governance, and funding agreements between transit providers and governments within each region.

The projected regions created by the breakthrough teams and KDOT in 2011 were used as starting points. These previous regions have their formation grounded as Coordinated Transit Districts (CTD), and then were modified based off of discussions with transit providers and stakeholders within the regions, KDOT staff, and input from the University of Kansas Transportation Center (KUTC). These regions, project by KDOT as of November 2011, are presented in Figure 1.

Based on comments in previous material about Kansas regionalization[1], particular attention was paid to the trip movements of counties along the border of regions, trip movements with in the Northwest Region to determine if it was sufficient to divide into two regions, and counties in the southwest, and northwest regions.

In order to evaluate the regions, population density and work trips were independently evaluated. Population density with 2010 census data (with hospital facilities) is presented in Figure 2. There is generally one population cluster in each region.

[1] Regional Approach to Rural Transit FY 11 Report and FY12 Strategy, April 20, 2011, Pg. 7

7301 West 133rd Street, Suite 200 **TEL** 913.381.1170
Overland Park, KS 66213-4750 **FAX** 913.381.1174 www.olssonassociates.com

Figure 1: Projected Regions, November 2011

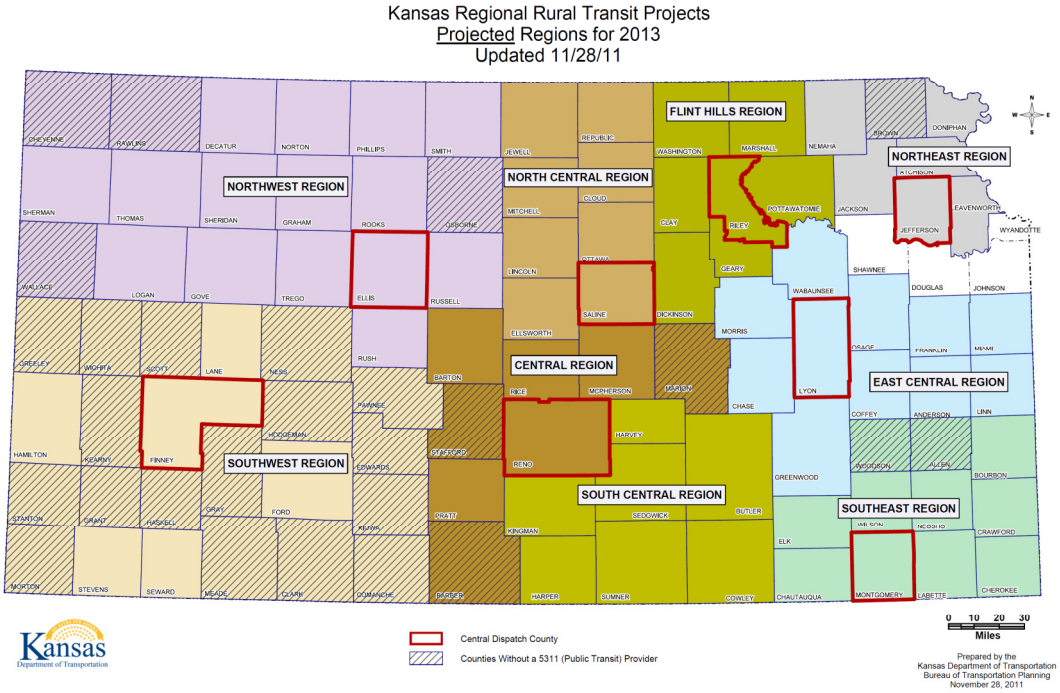
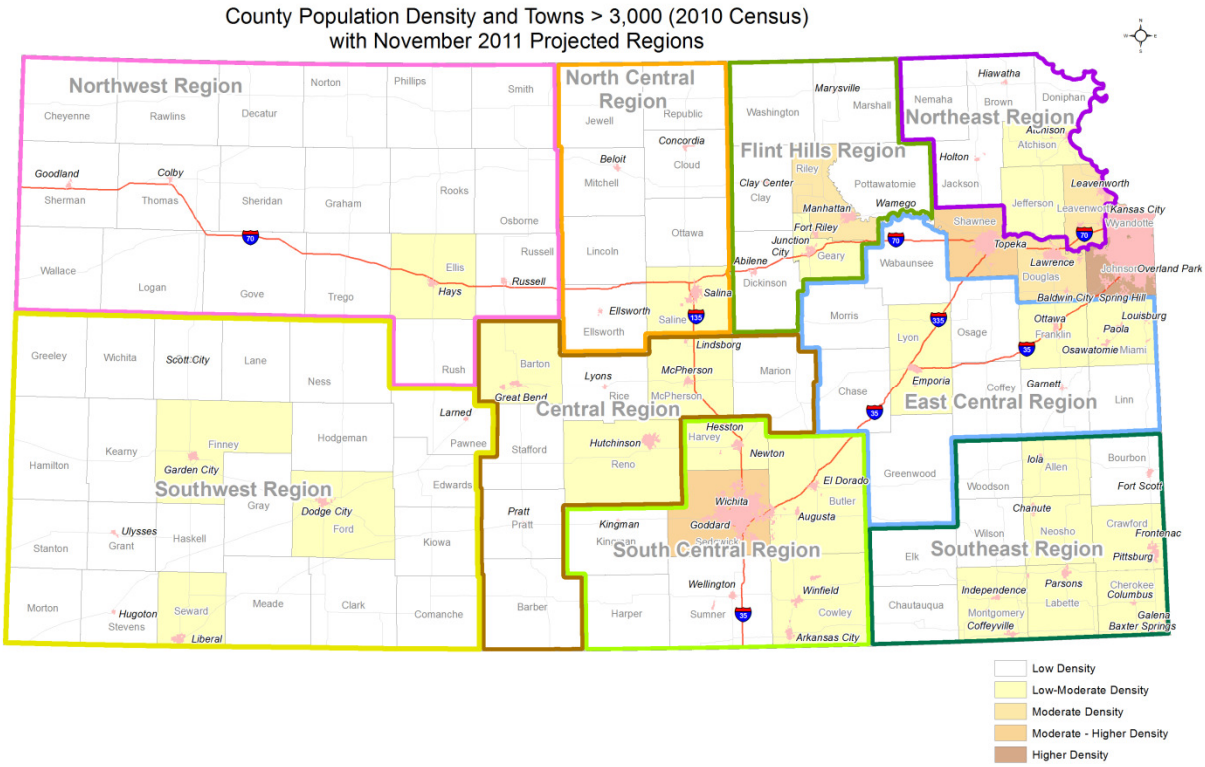


Figure 2: County Population Density

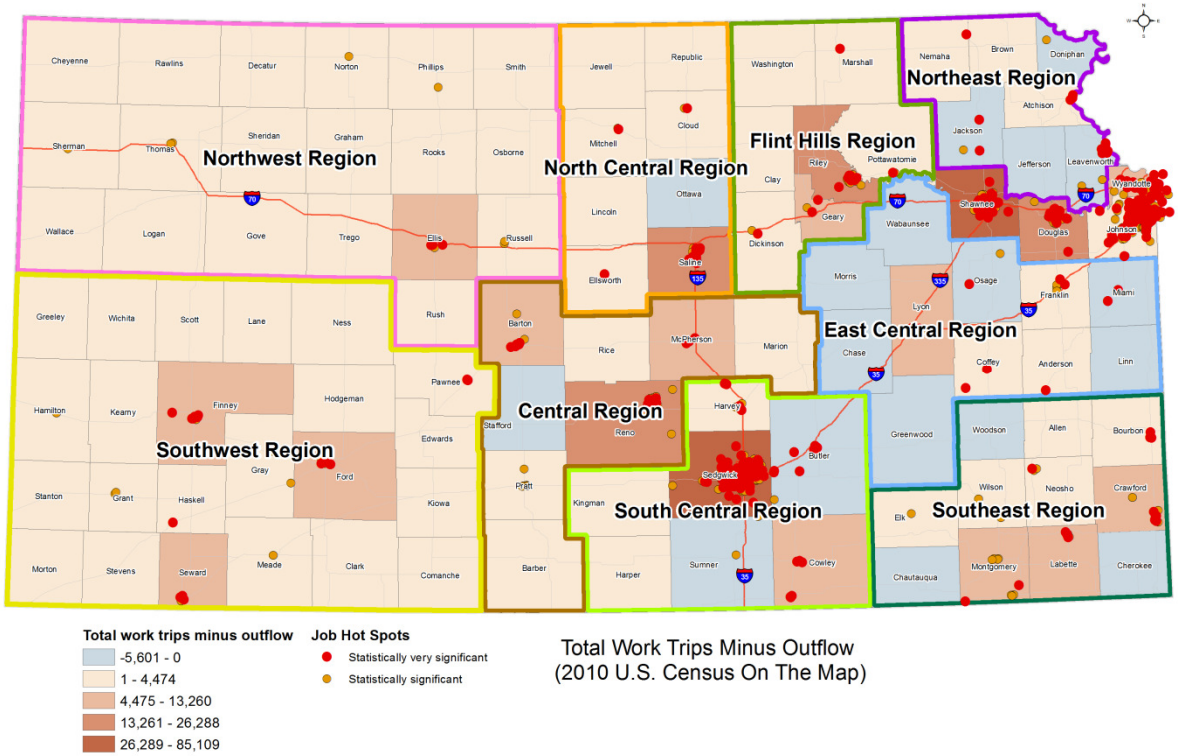


Work commute trips were compared with the projected regions. Work trip data was downloaded from the U.S. Census's OnTheMap.com website. This site utilizes Longitudinal Employer Household Dynamics (LEHD), which combines federal and state administrative data on employers and employees with the census bureau censuses, and describes the number of commuters going from one designated county or place, to another. This data is expressed in Figure 3 as the total number of employees commuting to or working within that county, minus the workers that live in the county but commute to another.

In addition, an ArcGIS "hotspot analysis" was performed using census track level data from OnTheMap to identify those locations that have a statistically significant number of jobs compared to the proportionately to the sum of all features in the data set.

These two analyses are displayed in Figure 3, against the project regions identified by KDOT in November 2011. The blue counties are net exporters of workers, while the deepening shades of reds for counties indicate higher numbers of employees either commuting to or working in that county.

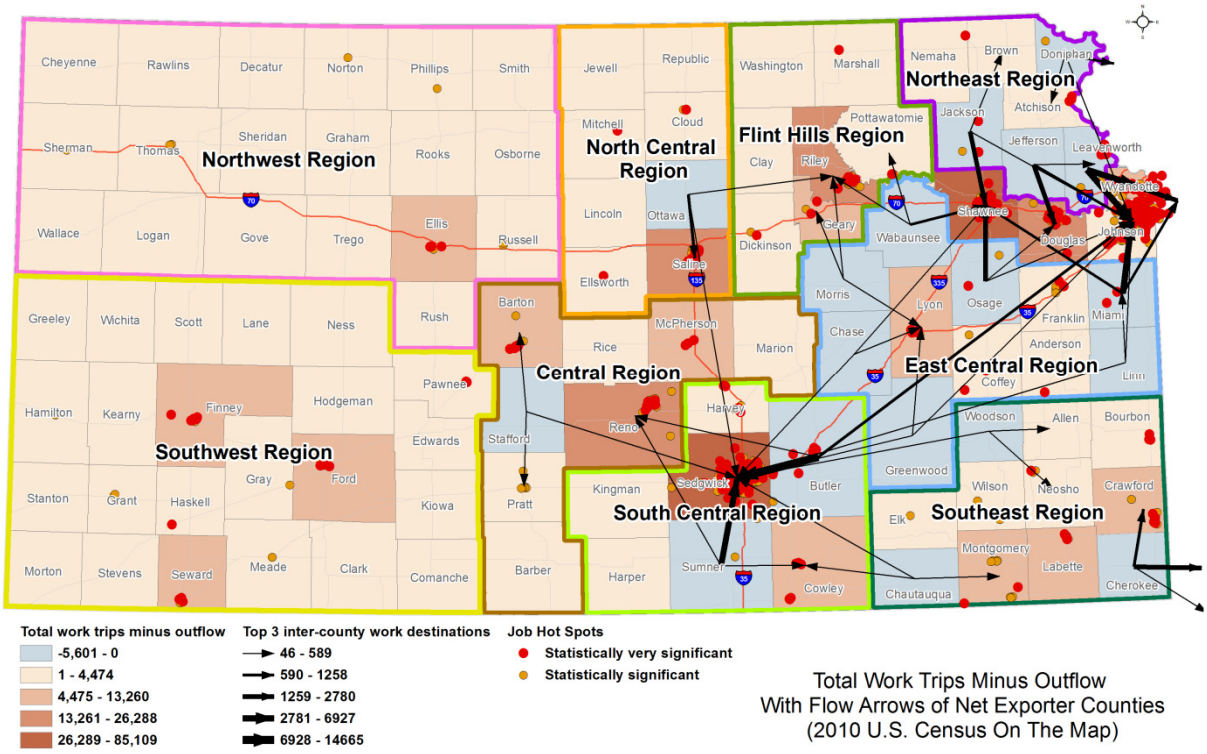
Figure 3: Total Work Trips Minus Outflow



As the figure displays, several clusters of the net exporting counties are present in multiple regions on the eastern portion of the state. The flow out of these counties were examined to determine whether work flows primarily remained in the region, or flowed outside the region. These flows arrows are displayed in Figure 4 below. As can be seen, the eleven counties in the

East Central Region include several net exporter counties that send workers outside of the region. Three counties - Wabaunsee County, Osage County, and Miami County – in this region have their top three intra-county work destinations located outside the region. Morris County, Linn County, and Greenwood County have two out of the top three intra-county work destinations located outside the region. Many of these trips are ending in the urbanized counties of Shawnee, Douglas, Johnson, or Sedgwick, although Morris and Wabaunsee are sending workers to the Flint Hills Region. Of particular note, two out of three of Wabaunsee County's top worker destinations are in the Flint Hills Region, and a third worker destination is to the urbanized counties.

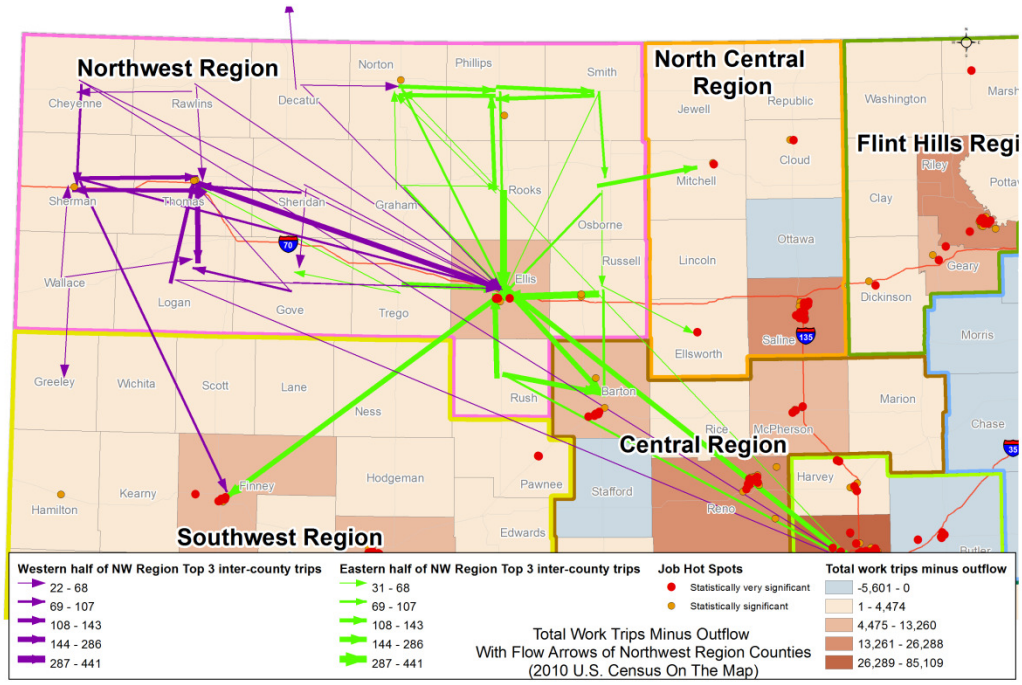
Figure 4: Flow Arrows of Net Exporter Counties



Discussion in the previous regionalization efforts indicated that transit providers in the Northwest Region were uncomfortable being in one region serving 19 counties[2]. While none of the counties in the region were identified as net exporters, work trip flows for each county in the Northwest Region were examined to see if patterns existed that could further delineate a region. These work trip flows are presented in Figure 5, with work flows from the region's western half colored in purple, and work trips originating from the eastern part of the region symbolized in green. As can be seen, while some trips extend across the entire region, particularly from parts of the western half flowing eastward, there is a clear delineation of many of the work trips remaining in their respective halves.

[2] Regional Approach to Rural Transit FY 11 Report and FY12 Strategy, April 20, 2011, Pg. 7

Figure 5: Northwest Region Flow Arrows



The movement patterns of the Southwest Region were also examined. As can be seen in Figure 6, intra-county trips are primarily limited to inside the region (trips to Sedgwick County were excluded to ease comprehension), although Pawnee County has all three of its destinations either the Central Region or the South Central Region. Pawnee County also is also a destination for neighboring counties in the Southwest Region. Workflows in the Southwest Region are intermingled, with a high number of connections between the three major counties in the region of Seward, Finney, and Ford County. Grant and Gray County also attract workers from numerous surrounding counties.

Seward, Finney, and Ford Counties also appear to act as the very local trip attractors. The remaining counties in the region tend to send their workers to the nearest one of these three counties, rather than the farther two options. Previous regionalization work[3] have inferred possible multiple hubs in this region; one orientated around Ford County, and one orientated around Finney County. The counties discussed as being in the Finney Hub Region, Scott, Wichita, Greely, Kearney, Hamilton, and Lane, are all to the north or west of Finney County. Ford County, meanwhile, has developed an active interest in regionalization. The region as presently drawn is also the largest region. The region has strong commuter movement between the three major counties, but also a relatively low population density, and relatively few transit providers.

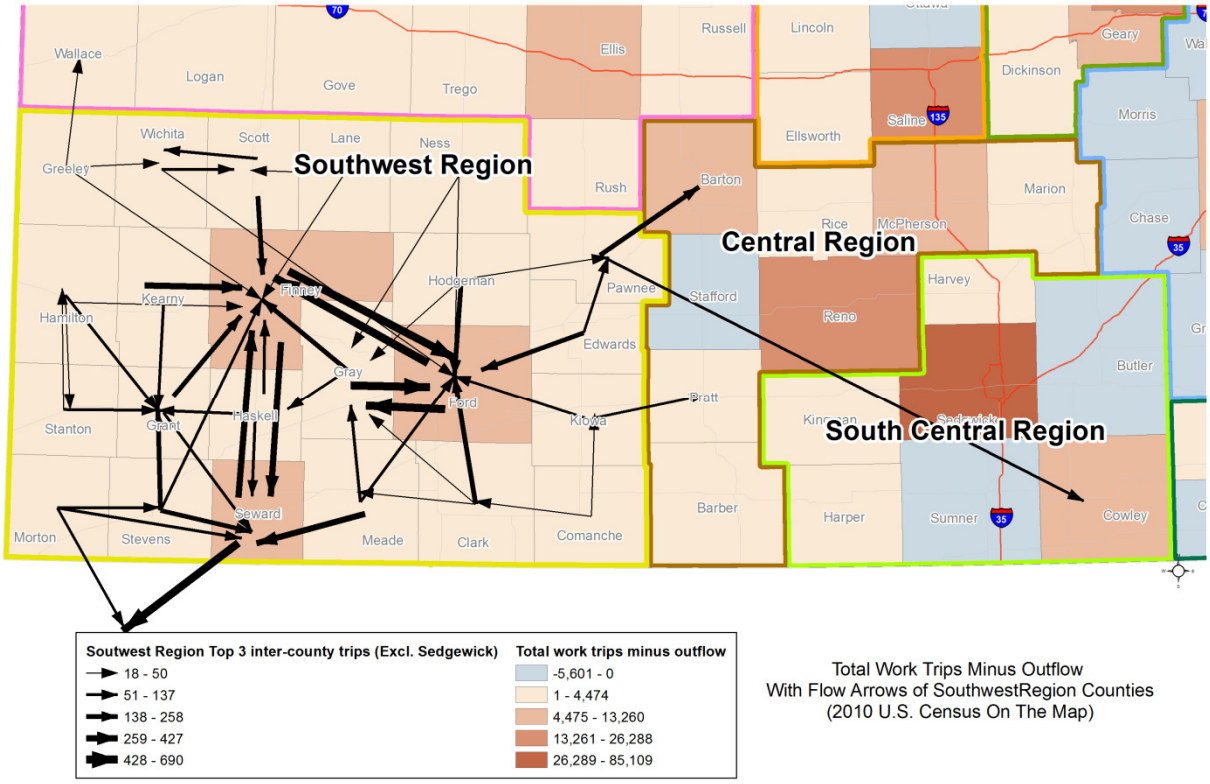
[3] Regional Approach to Rural Transit FY 11 Report and FY12 Strategy, April 20, 2011, Pg. 4-5

The number of counties in this region without transit service creates a unique condition relative to the other regions regarding advancing coordination. Before a coordination plan can be proposed and implemented, the feasibility of providing some level of transit in the counties without service needs to be evaluated. While a similar step are required in the Northwest, Central, Southeast, and the Northeast Regions, substantially more effort regarding the "some level of transit service" analysis likely is required in the Southwest Region. Addressing the "what is the appropriate level of transit that can be/should be provided in counties without service" in the Southwest Region has the potential to impact the concept of advancing coordination between current providers in the region. Thus, we are suggesting enhancing organization of the Southwest Region in the initial coordination planning and concept development tasks to also be "vertical", while retaining the geographic boundaries. The vertical organization would result in two groups of counties:

- Those that presently have transit service.
- Those that do not have transit service.

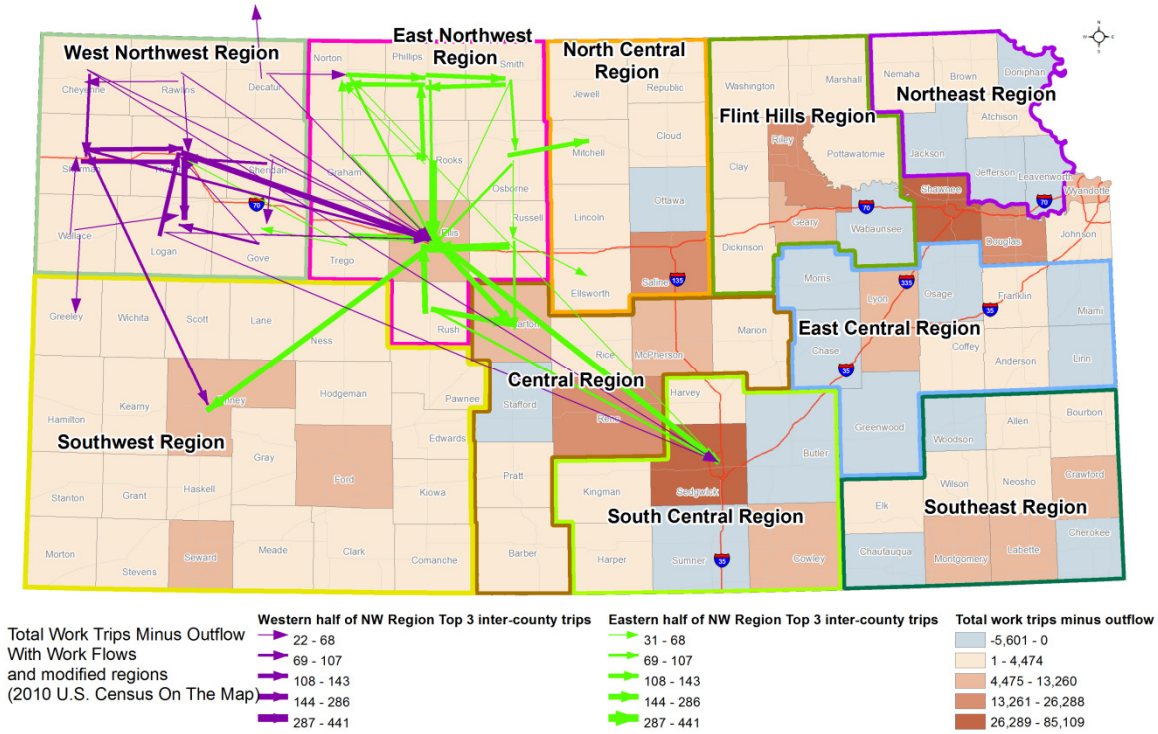
By creating the two groups we can work on advancing coordination in the Southwest Region on a more consistent time path for those counties with service and focus on the unique conditions present relative to a larger number of counties without service. This concept will require developing a plan to integrate counties without service today into the coordination plan (or modify the coordination plan to accommodate them). Adding the vertical organization will require staff efforts fairly consistent with those required if the region was to be subdivided geographically.

Figure 6: Southwest Region



In recognition of the identified movement pattern, and to accommodate those earlier stakeholders who expressed concern about serving such a large region, the Northwest Region was divided into the West Northwest Region, and the East Northwest Region. In addition, Wabaunsee County was moved to the Flint Hills Region. The new proposed regions are displayed in **Error! Not a valid bookmark self-reference.**.

Figure 7: New Regional Boundaries



To evaluate the regions, the reorganized regions were summarized according to their individual services present within each region as provided by the KUTC. These services include the number of various medical facilities, educational facilities, and workforce centers. Table 1 displays the individual characteristics.

As noted in the table, four regions do not have one or more of the identified characteristics within their region, indicating a need for intra-region transit connections. The most notable is the West Northwest Region which does not have a dialysis node, a social service center, or a VA clinic.

As the project moves forward, the specific boundaries of these regions may change upon further discussion with transit agencies and stakeholders within each region. Regional boundaries may further change if trip patterns substantially shift after regionalization is fully realized. Regardless of regional boundaries, the nature of rural transit service and the dispersed geographical distribution of employment centers, medical facilities, and other trip attractions imply that some transit trips will regularly cross regional boundaries. As the project progresses, attention needs to be given to integrate administrative and financial mechanisms to continue these region to region trips.

Table 1: Services of Regions

Region	Counties	Pop.(2010)	Sq Miles	Dialyses	Cardiac	Education	Oncology	Pharmacy	Rehabilitation	Social Service Centers	VA Clinics	Workforce Centers
Northeast	7	153,846	3,813	2	4	1	3	10	3	0	3	53
East Central	10	150,525	7,220	2	3	2	3	11	5	1	3	69
Southeast	11	182,140	6,599	4	6	6	3	11	8	1	3	78
Flint Hills	8	178,339	5,999	2	6	1	5	8	4	1	2	67
North Central	8	95,398	5,955	2	5	0	2	4	2	0	1	48
Central	8	163,062	7,417	3	4	3	2	10	4	1	1	72
South Central	7	673,264	6,981	6	4	6	5	14	5	1	1	73
East Northwest	10	68,532	8,772	1	7	0	3	5	2	1	1	54
West Northwest	9	31,608	9,071	0	5	1	3	2	2	0	0	29
Southwest	23	165,960	18,781	3	6	6	3	16	4	1	1	59

Source: KUTC, Olsson Associates

APPENDIX II: INITIAL PROVIDER SURVEY RESULTS SUMMARIES

1. SOUTHWEST SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Finney County Committee on Aging, Inc.	11,045 D/R (demand/ response)	45,082 D/R	$184,191.08	$4.09	$16.68	4.08	Bonnie Burgardt	620/272-3626	Finney County	Garden City - All purposes, Fixed Route - Work School, Shopping, Medical, Doctor - throughout county	Monday through Friday: 6:00 AM - 7:00 PM	Fixed Route - 290, Door-to-door - 63	Fixed route can exceed capacity	Fixed Route = $1/one-way. Demand/Response = $1 per 5-mile increment. Students, Seniors, Disabled = $.50	Pre-trip inspection, on-site mechanic, 3,000 mile complete maintenance.	32 paid employee: 25 are drivers, 7 are dispatchers	Trapeze Novus provided by KDOT, 2-hour advance reservations, no-shows fined $5	Not regional but dispatch for Dodge City, Service to Regional Airport	Funding plus jurisdictional autonomy can be problematic.		Additional bus line, Airport shuttle, additional marketing, 16 and under free during summer	Communicating with other providers
	47,458 FR (Fixed Route)	135,864 FR	$378,381.22	$2.78	$7.97	2.86																
Hamilton County VIP's	1,824	7,431	$8,478.76	$1.14	$4.65	4.07	Janice Hammond	620/384-7871	Mostly to Garden City and back. Sometimes to Elkhart. One trip to Wichita this year	Medical trips to Garden City once or twice a week. Most of our trips in town are to the bank, post office and store	Weekdays 8:00 AM to 3:00 PM	Monday 2 Tuesday 3 Wednesday 3 Thursday 4 Friday 2	50%	$1 RT in town, $.50/mile out of town	The project director is responsible for scheduling maintenance, the work is done by one of our local shops. Drivers report any problems to the director on the daily log sheet.	"4 paid employees"	One dispatcher. Director reviews the weekly calendar with the drivers. One day notice required for cancellation					"none at this time"
Liberal Good Samaritan Center	746	4,288	$14,738.91	$3.44	$19.76	5.75	Kathy Sanko	620/624-3831	250-mile radius of Liberal	All purposes served - primarily medical, shopping, church, etc.	Weekdays 8:00 AM to 4:30 PM, Weekends only for very special request, maybe trice a year,	Monday 12 Tuesday 12 Wednesday 12 Thursday 12 Friday 12	85%	$3 one-way, $1 per mile outside of city limits.	Follow manufacturer criteria. Pre- and post- trip inspection, off-site maintenance.	1 FT and 3 PT Drivers, 1 PT Dispatcher and 1 PT Coordinator	24-hour advance notice.	Would like to do more. Recently lost contract for non-emergency medical trips with MTM. At CTD (Coordinated Transit District) meeting, suggested coordinated fixed rout but "not enough data to support." Tried to coordinate with the City of Liberal but Administrator opposed.	Data Requirements and "paperwork."	Open Communication and Openness to new ideas.	Better coordination with Cities of Liberal, Lamar, Garden City, Dodge City	Openness with County Transportation, coordinated scheduling and dispatching (using Trapeze).
City of Liberal	7,976	40,301	$59,657.06	$1.48	$7.48	5.05	Jeff Parsons	620-626-2256	Within the City Limits	2 Fixed Routes plus one van serving demand/response	Weekdays 5:00 AM to7:00 PM.	Total - about 130/day (weekdays)		$1/ride, $.50 for 60+, disabled and low-income. D/R service = $2/trip and $1 for 60+, disabled and low-income.	Follow manufacturer criteria. City's Fleet Maintenance Department provides all routine maintenance.	11 PT drivers, 1 PT supervisor/coordinator	24-hour advance notice. No cancellation policy; however, only 1 no-show is allowed.	No. Have only been in service since last Fall.	Jurisdictional (near Oklahoma border)		Will apply for additional vehicle. Would like to add an additional route.	
Lane County Transportation	1,050	6,282	$10,676.17	$1.70	$10.17	5.98	Crysta Torson	620/397-5356	Within County plus sometimes to Hays, KS	Medical only outside of County, any purpose within.	Weekdays 8:00 AM to 5:00 PM	Weekdays - 3-4/day	30%	Suggested donation = $2/RT	Follow manufacturer criteria. Pre- and post- trip inspection, off-site maintenance.	2 PT drivers and 1 PT dispatch	Can call anytime including day-of. Warning after 2 no-shows	No	Geography		All requests are met.	
Stevens County Community Health	998	19,250	$18,150.77	$0.94	$18.19	19.29	Paula Rowden	620/544-7177	Stevens County with some trips to Steward and Ford Counties. Sometimes as far as Alcott and Morton	Mostly Medical, some Shopping and Other. No trip purpose denied.	Weekdays 8:00 AM to 4:30 PM, hours sometimes extended upon request.	Weekdays - 5-6/day	40%	$2 RT within town, $1 for each additional stop beyond 1 stop. $4 RT within County and outside of town, $15 RT outside of County.	Follow manufacturer criteria. Pre- and post- trip inspection, off-site maintenance.	1 PT driver, 3 PT dispatch	24-hour advance notice is desirable but not necessary. No denials. 2 no-shows, then excluded for 6 months (never instituted).	Have attended CTD meetings. Have coordinated trips to airports in Garden City, Dodge City and Liberal.	Geographic - limits potential coordination opportunities.	Funding	More funding and more vehicles	Not much opportunity. Would like to see coordinated service with meeting points.
City of Dodge City	9,755	54,550	$164,825.00	$3.02	$16.90	5.59	Jane Graf	620/225-8144	City of Dodge City and 2 miles outside of the city limits	Work, Medical, Shopping, Other	Weekdays 7:00 AM to 6:00 PM	Monday 193 Tuesday 296 Wednesday 372 Thursday 380 Friday 343	75-80%	$1/ride	Monthly rotation for oil change	2 Admin, 2 FT drivers, 5 PT drivers, PT mechanic	Dispatched through Finney County Transit, 2-hour advance cancellation policy	Only serving PM shift of our 2 largest employers (National Beef and Cargill). Not serving: workers to/from Garden City (about 500), Garden City and Dodge City airports, rural Ford and Gray Counties, Dodge City Community College students. Obstacles: Lack of fixed-route service, limitation of 20-passenger buses, service to rural residents.	Limit of 20 passengers/bus. Timing = 5311 grant cycle of 18-24 months discourages sign on from Cargill and National Beef.	Larger buses. "KDOT's change to November grant submission to shorten time for new bus orders was very welcome."	Need fixed route bus service for Dodge City. Need regional bus service between Dodge City and Garden City.	Other states have a unified regional transit governance body to direct regional service. KDOT is hampered by individual transit agency's control.

2. CENTRAL SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Coordination Processes that Work Well
Sunflower Diversified Services	34,956	243,504	$326,744.64	$1.34	$9.35	6.97	Sarah Krom	620/792-3906	Barton, Rice, Rush, Pawnee and Stafford Counties	Employment, Shopping, Medical, Church	Monday through Friday: 6:00 AM - 10:00 PM, Sat & Sun 8:00 AM - 4:00 PM in Great Bend hub	Sunday 33 Monday 163 Tuesday 155 Wednesday 155 Thursday170 Friday 144 Saturday 23		$2/ride	Routine scheduled maintenance, driver-generated reports	11 FT/PT Drivers, 3 PT Substitute Drivers, 1 FT Dispatch, 1 PT Administrator	1 dedicated phone line, 24-hour advance reservation, "on-the-fly" as capacity allows, maul schedule, no charge for cancellations, charge for no-shows	No inter-regional coordination; limited attempts have been unsuccessful. "Lots of trips to Hays, Hutchinson, Wichita, Salina"	Funding and Territories	Additional funding at local level	Feeder bus lines into larger communities, additional capacity, fixed route service to major activity centers	Not much - limited local interest
Pratt County Council on Aging	8,425	21,846	$23,491.75	$1.08	2.79	2.593	Tiffany Alistock	620/672-7811	Within county plus to Wichita, Hutchinson, Great Bend, Greensburg, Kingman	Medical, Shopping, any purpose	Weekdays 9:00 AM to 5:00 PM	Weekdays, 50	At capacity	$.50/one way trip and every stop	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines	3 PT drivers 1 PT Dispatcher and 1 PT Admin	Can call anytime to reserve a ride but 24-hour notice is required for out of county trips	No experience but interested in the possibility	Lack of communications		Funding	
City of Great Bend/ Commission on Aging	17,520	64,331	$110,779.77	$1.72	$6.32	3.67	Rozena Tomlin	620/792-3906	City of Great Bend plus cab = 3-mile radius of city limits	Shopping, medical, work, education, social	Weekdays 7:00 AM to 5:00 PM, cab = 5:00 AM to 6:30 PM	65/weekday (buses), 30/weekday (cab)	50%	Buses = $1.50/one-way, $3/RT; Cabs = $4/one way per person, $8/one way outside city limits	Daily inspections and off-site maintenance	8 PT drivers, 2 PT dispatch, one director	24-hour advance desired but not required. Cancellation 15-minutes in advance of pick-up.	No experience	Funding	Not sure	Better coordination with Sunflower Diversified Services	Other KDOT pilot projects.
McPherson County Council on Aging - Moundridge Senior Center	8,046	22,355	$70,184.82	$3.14	$8.72	$2.78	Cheryl Whalen	620/241-4383	Harvey, Sedgwick, Reno, McPherson and Saline Counties - require at least 7 riders per trip	Mostly social	Weekdays 8:00 AM to 2:00 PM	By demand only (not daily)	20%	Fare based on number of riders and miles	Pre-trip inspections. Yearly oil change and overall check	None	By demand only - not often. No cancelation policy	No experience	Funding, Jurisdictional, Policy, Regulatory		"Ours is good. Wish we did not have to deal with state of KDOT."	
McPherson County Council on Aging - Inman Senior Citizens Inc.								620/241-4383	Inman City but will transport to surrounding towns and Wichita airport.	Mostly Medical	Weekdays 9:00 AM to 4:00 PM but have flexibility to serve any hour			$.55/mile	Local off-site for regular maintenance and Wichita service for Wheelchair lifts.	3 drivers	Senior Center director dispatches	Most trips are medical. Regional coordination would cause intolerably longer wait times. Higher costs would decrease demand	Wait times too long and costs too high to work	More grants so agencies have more autonomy to schedule within their own regions		Service is mostly used by nursing home. Not being used much outside of nursing home due to high costs.
McPherson County Council on Aging - Lindberg Senior Center								620/241-4383	Boundaries south to Pawnee Rd, North to Winchester Rd, East to 18th Ave, West to 9th Ave.	Senior Center for Lunch, Hospital, Clinic, Groceries, Appointments and social	Weekdays 9:00 AM to 4:00 PM	Monday 8 Tuesday 9 Wednesday 17 Thursday 10 Friday 4	50%	$1/trip or $2/round trip	Minor maintenance completed by drivers. Tires, oil, and mechanical repairs off-site	3 drivers, 3 dispatchers	Dispatcher informs driver of immediate requests. Otherwise dispatcher records reservation in driver's log.	Need for coordination for out-of-town medical trips	Funding, Jurisdictional, Policy, Regulatory	Agencies need to work together more effectively to fill gaps in services and funding.	Making transportation more accessible to seniors and others in the community. More outreach needed. Some riders are too proud to request service even though inability to pay does not prevent service.	"Less bureaucracy would assist in making it easier to obtain funding and volunteers and assist in making services available to our clients."
McPherson County Council on Aging - McPherson Senior Center								620/241-4383	Within McPherson city limits. Some out-of town is provided for medical.	To the Senior Center for meals, work, medical, recreation, education, shopping and all purposes.	Weekdays 8:00 AM to 4:00 PM	15-20/Weekday		$2/one-way trip, average = $1/mile	Pre and post inspections. Off-site maintenance	2 PT drivers, 2 PT dispatchers	24-hour advance desired but not required. Cancellation 1 hour in advance of pick-up.	No experience				
Rice County Council on Aging	5,736	46,327	$88,907.30	$1.92	$15.50	8.08	Sue Elliott	620/257-5153	Rice County and within 100 miles of county line	Medical, Shopping, Business, any purpose	Monday – Friday 8:00 AM -4:00 PM	29/weekday	70%		Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	2 FT drivers, 1 PT driver, 1 FT dispatcher, 1 PT director	Prefer 24-hour advance notice but only required if our of county. Cancellations require 24-hour advance notice. No-shows = 2nd time pays, 3rd time suspended for 30 days.	No Experience	Insurance, Jurisdictional, Policy	Insurance Issues difficult	Rural needs difficult to satisfy	None
City of Hoisington/ Commission on Aging	3,113	5,278	$12,266.59	$2.32	$3.94	1.70	Donita Crutcher	620/653-4125	Mostly within city limits - sometimes scheduled to Great Bend for a doctor's appointment.	Any Purpose	Monday – Friday 9:00 AM -4:00 PM	Monday 13-14 Tuesday 13-14 Wednesday 22-25 Thursday 15-20 Friday 17-20	70-75%	donation = 25 cents, out of town medical = $10				Local needs are being met.	Funding and lack of volunteer drivers	Funding		

3. SOUTH CENTRAL SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Cowley County Council on Aging	9,522	48,898	$123,122.75	$2.52	$12.93	5.14	Mary Woods	620/221-7020	All of Cowley & Chitqua Counties and will go to Wichita & El Dorado. Wichita: Tues, Wed, Thurs only. Chitaqua County: Tues & Wed only	Medical, Shipping, Groceries, Social Security, Library, Schools, Social Rehab Services, Work	Monday through Thursday, 8 - noon, 1 - 5; Friday 8 - noon	Monday 86 Tuesday 78 Wednesday 72 Thursday 76 Friday 58	80%	$2/trip, 13 rides for $20. Rural = $6/round trip, $2 each additional stop. Wichita = $25/round trip. "Fair & Reasonable" for groups that use service.	Based on Manufacturer's recommendations - completed offsite	3 FT drivers, 1 PT driver, 1 FT dispatch, 1 PT dispatch, 2 FT admin	Scheduled through dispatcher in person or by phone; 24-hour advance notice preferred; 15-minute windows, 24-hour cancellation policy: 1st = no cost, 2nd = cost of ride, 3rd = 90-day suspension.	No inter-regional coordination. Most trips are served. Other providers are in the area.	Low Density Origin/Destinations	Education about how coordination would work	Need additional vehicles	Punch cards have worked well
Harvey County Transportation	3,173	34,252	$93,042.39	$2.72	$29.32	10.79	Rich Hanley	316/284-6802	50-mile radius from Newton.	Medical (primarily to Wichita), Shopping, Recreational	Weekdays 8:00 AM to 5:00 PM	Do not track but Tuesdays are the busiest day.		Based on estimate of rider's ability to pay. $12 in county, $20 out of County, $25 to Wichita airport, $8 for recreational trips	Follow KDOT and manufacturer guidelines	4 Drivers, 1 dispatcher	24-hour advance notice. Cancellations at least 2 hours in advance. No-shows must pay for both the no-show reservation and their next reservation. Frequent cancellations require the Director's review.	?	Funding and Jurisdictional	Fair distribution of funds is necessary in order for regionalization to happen. Link funding to regional service and increase funding to regional-service providers	Willing to cross county lines but the other counties are not willing to cross county lines.	
Harper County Department on Aging	4,804	$52,657.70	$74,754.69	$1.42	15.56	10.9612	Shirley McCartney	620/842-5104	All of Harper County but also Pratt, Medicine Lodge and Wichita. Farthest is Eldorado. Don't cross Kansas border	28% medical, 56% shopping, beauty, senior center, 4% education, 2% employment	Weekdays 8:00 AM to 5:00 PM	27/day (now 7,047 annual)	20%, varies a lot	$4 RT in town, $7 RT in County, $15 RT out of County. Set by Harper Co. Commissioners	Off-site maintenance based on manufacturer's guidelines	County director, 1 FT driver, 2 PT drivers	No dispatch. Can call the office or the driver's cell. 8:30 AM cancellation policy. First - fare, second - out of system.	No Experience	Geographic - too rural	Just want to make certain service is not taken away	Currently serving needs	No Experience
Sedgwick County Dept. on Aging	3,924	79,659	$130,015.74	$1.63	$33.13	20.30	Candice	316/660-5158	Sedgwick County and to the communities unincorporated and incorporated identified outside of the FTA – Metropolitan designated URBAN areas	Medical, work, education, errands, recreation and travel (airport, bus tours, etc.).	Direct (SCT vehicles) service hours are 8 am – 5 pm, Monday – Friday. Utilizing contracted vendors = 24 hours for ambulatory individuals and through Saturdays until 4 pm for non-ambulatory access.	Monday 11 Tuesday 8 Wednesday 12 Thursday 9 Friday 10	90%	$3 per one-way. Income demographics from the rural area project that a charge of more than $3 would be an obstacle to pay and known affects would bring ridership down, constituents not accessing needed services or care, and removal.	In-house maintenance service is performed based on mileage met for regular checks and lubes and then at mile markers set by manufacturer suggested mileage service. Also set up annual KDOT inspection of vehicle with lien (October).	6 paid employees: 2 FT drivers, 1 FT dispatch, 1 PT dispatch, 1 Operations Manager: 1 Director of Mobility	Take calls, receive faxes and place information into Paraplan scheduling software - send data to Mobile Data Terminals (MDT's). Cancellations require one hour advance notice of the scheduled pick-up time. 3 no-shows cause for 30-day suspension.	Not being satisfied: rural to rural and as of now it's rural to metro (urban); intensity medium to low demand; purpose: community grocers and community medical sites (doctor offices); Barriers: funding, no ability to pick-up in other rural communities outside of Sedgwick per grant provision or transport outside of Sedgwick county boundaries	Funding, Jurisdictional, Policy, Regulatory	Jurisdictional and regulatory consensus for the betterment, then funding.	Funding to have the ability to pilot a fixed deviated route originating from rural communities to rural communities to within edge of Metro area.	Volunteer services; part-time driver's, cooperation (buy-in) of other rural service areas that share the load to minimize transit vehicles overlapping (minimize deadhead miles/hours) in regions that come to a common area and finally support (funding) of alternative low-cost, high efficient transit technology applications.
Futures Unlimited, Inc.	27,920	103,900	$191,665.89	$1.84	$6.86	3.72	Denee Rice	620/326-8906	City of Wellington and Sumner County. M,W,F travel to Cowley CO., T, TH travel to Sedgwick, Harper and Cowley Co. As far East as Winfield, North to El Dorado or Newton, South to Arkansas City and West to Harper, all as time permits.	Work, Medical, school and personal. County trips generally for Medical, Wichita to airport or bus station.	Mon-Fri, 8:30 AM to 8:30 PM, Sat 9:00 AM - 2:00 PM. County-wide trips start after 9:00 AM and are no later than 3:00 PM return.	Monday 42 Tuesday 49 Wednesday 71 Thursday 52 Friday 61 Saturday 20		$2/trip in city ($1 for 60 and older), County trips = $1/mile.	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	8 drivers/dispatchers	Reservations are taken at any time including day-of. Cancelations at least 15 minutes in advance of pick-up time. No-shows are charged.	No Experience	Funding	When state went to KanCare, local communications with people were lost.	More funding to be able to extend days/hours of service and replace aging buses.	"I know that we will work well within our CTD in trying to coordinate when possible. Currently losing riders to other services since KanCare was started."
City of Kingman	18,225	18,096	$77,698.18	$4.29	$4.26	0.99	Katie Albin	620/532-3111	City of Kingman city limits only	Medical appointments, school, dining out, grocery trips, to the library, swimming pool, general shopping, hair appointments, visiting family and/or friends, and to and from work.	School year = Mon-Fri, 7:30 AM to 4:30 PM. Summer = Mon-Fri, 8:00 AM to 4:30 PM.	School year = 115/day. Summer = 40/day	40%	$1.00/ trip. If member, $15.00 per membership from September thru August. A ride card may be purchased for $4.00 per ride card with ten rides on each ride card or $0.40 per ride.	The daily checks: tires, window/mirrors/windshield wipers, lights & reflectors, leaks, body damage, seats/seatbelts/safety restraints, cleanliness/items secured, radios, emergency equipment, warning lights/gauge levels, emergency door, roof hatch, window, and wheelchair lift. Weekly checks: oil levels, radiator level, windshield washer fluid, brake fluid, transmission fluid, battery, belts, exhaust, and hoses.	One FT driver, one-relief or PT driver, a dispatcher, and a mechanic.	"We service the general public with on demand taxi service. Occasionally, we have people schedule rides for appointments the day prior and early the day of the appointment(s). Once a call is made, it is dispatched right away. In order to cancel a ride, we request that the individual calls in to cancel as soon as possible."	No Experience	N/A	N/A	N/A	The Kingman Council on Aging coordinates with the City of Kingman to the point that any service that needs to be provided for people going outside of the city limits of Kingman are directed to the Kingman Council on Aging.
Kingman County Council on Aging	1,268	25,672	$45,728.00	$1.78	$36.06	20.25	Judy Albright	620/532-5744	Kingman County to Pratt, Hutchinson, Wichita and Andover	97% Medical and any other purpose	Mon-Fri, 7:30 AM to 4:00 PM but will make adjustments for medical appointments	3-4/Weekday		$14/round trip. Additional in Wichita beyond city center at $.50/mile	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	One FT driver, 3 PT drivers,1 PT director	Prefer 24-hour advance notice but can do same day. Cancellation policy - prefer 24-hour notice. 1 no-show = warning, 2nd no-show = $14 payment.	Have coordinated rides with Harper County (will meet at border) and with local nursing home.	Scheduling	Funding	Needs are being met.	Coordination with Harper County is working well.
City of Anthony	3,195	4,935	$27,308.00	$5.53	$8.55	1.54	Amber Kummer	620/842-5434	Within the City limits of Anthony, Kansas or any area annexed to the City of Anthony	Work, recreation, education, shopping, and medical	Monday – Friday 8:00 AM -5:00 PM	Monday 7 Tuesday 9 Wednesday 6 Thursday 8 Friday 6		Senior Citizens $2.00 round trip with a maximum of 3 stops. After that, each stop is $1.00. Under the age of 65, it's $3.00 round trip with a maximum of 3 stops. After that, each stop is $1.00. One way trips are $2.00.	"We have a City Mechanic that provides all vehicle maintenance, oil changes, etc. If it is something that he cannot fix, we call a professional mechanic."	2 part-time drivers and one relief driver, one coordinator that deals with the paperwork and the City Clerk/Administrator oversees the entire department.	"We do not have dispatchers. Our drivers take their own calls if they are in the office. If they are out on calls, they girls at the City Office take the calls and radio them out. We have a "Demand Response" system."	N/A	N/A	N/A	N/A	"Keeping everything local , from taking the phone calls and dispatching the drivers to their specific locations since we have a demand response system. "
Butler County Transportation	10,389	51,707	$116,087.72	$2.25	$11.17	4.98	Crystal Noles	316/775-0500	Service toAugusta, Andover, and El Dorado Mon - Fri. Service from Douglass to Augusta every other Tuesday. We pick up all over Butler County and provide service to Wichita on Wednesdays and Thursdays.	Any Purpose	Monday – Friday 8:00 AM -5:00 PM	80/weekdays	80%	Fares are $.50 per ride in town. $2.00 per ride between towns within Butler County (ex. Augusta to El Dorado) and $4.00 per ride to Wichita. The	Pre- and Post- trip inspections and maintenance based on manufacturer's guidelines	2 FT dispatchers (transportation coordinator and planning aide) and 6 PT drivers. All office staff do some dispatching on a part time basis as well.	Request 24 hours advance reservation - first come, first served with no prioritization. Paper master schedules are used. When rides are scheduled, the office uses cell phones to alert drivers. Return rides are done the same way. Cancellations are allowed up until the driver pulls up in front of the house.	"Currently non-existing. We are the only general public provider in Butler County. We do have issues with KDOT imposed boundaries, such as our trips are to originate in Butler County. That makes it difficult to move people from Wichita to Butler County. We are currently working with Wichita Transit to remove that barrier and hook in to their system."	Funding & Jurisdictional	Remove KDOT imposed boundaries. As long as providers agree to work together, there should not be territorial issues.	"We are so rural. Our county is the largest geographically in the state. It makes more sense for Harvey County to serve Whitewater, but they are not able to due to boundary issues."	"We keep a list of providers, if there is a need we can't meet, we try to refer people to other options."
Twin Rivers Developmental Supports	32,249	62,329	$89,782.90	$1.44	$2.78	1.93	Betty Webber	620/442-3575	Cowley County and to Wichita	Any Purpose	Seven days a week/8:00 AM to 8:00 PM	604/day	80%	$2 in city limits, $4 outside city limits and Arkansas City, $.63/m,ile outside the Winfield and Akansas City area	Pre- and Post- trip inspections and maintenance based on manufacturer's guidelines	70 employees including drivers, dispatcher. receptionista and staff who supervise DD individuals	24-hour notice is required. Dispatcher/receptionist schedules rides, print/emails instruction sheet to drivers for next day transport.	No regional coordination. Local dialysis facility schedules appointments at 7 AM but drivers are not available at 7 AM.	Funding, Policy and regulatory	"Funding and KDOT rules/regulations, amount of time meeting new and time comsuming paper work."	Additional funding	"We just try to keep up with the ever-changing and demanding requirements of KDOT."

4. SOUTHEAST SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Bourbon County Senior Citizens, Inc.	6,384	26,276	$66,654.36	$2.54	$10.44	4.12	Jackie Sellars	620/233-0750	City of Ft. Scott and 3-mile radius on paved roads	Mon, Wed, Fri = all trip purposes, Tues, Thurs = work, medical education only	Monday, Wednesday and Fri = 7:30 AM - 4:30 PM. Tues and Thurs = 7:30 AM - 3:30 PM.	Monday 46 Tuesday 17-20 Wednesday 46 Thursday 17-20 Friday 46	Demand-response = usually one person at a time.	$3/trip; 12 rides for $30.	External Providers based on vehicle and KDOT guidelines	2 PT Dispatchers. 2 PT Drivers, 1 FT Mgr/dispatcher/driver	Call-in and call to driver. Demand/Response = Call when ready to be picked up. Cancellations before driver arrives = no charge. If cancellation after driver arrives, pay fare or count as a no-show. Three no-shows = one-month suspension.	Inter-regional are referred to other agencies.	No rides provided if regional coordination is required	Education about how coordination would work	Additional funding not requiring a match	Haven't seen a lot.
Elk County Council on Again	1,206	41,196	$43,952.80	$1.07	$36.45	34.16	Rick Beecher	620/374-2403	Elk County plus out of county for medical as necessary. As far as Kansas City MO and Wichita.	Medical and Shopping (99% of trips)	Weekdays 8:00 AM to 5:00 PM , Occasionally Flexible to meet medical and longer trips	Monday 1 Tuesday 1 Wednesday 1 Thursday 1 Friday 1	20%	In county $5 RT Up to 60 miles - $10 RT 60 to 80 miles - $13 RT 80 to 100 miles - $15 RT 100 to 120 miles - $19 RT 120 to 150 miles - $25 RT 150 to 200 miles - $31 RT 200 to 250 miles - $38 RT 250 to 300 miles - $50 RT	Drivers notify dispatchers re: oil changes. Use car dealerships for maintenance following manufacturer recommendations.	1 FT Dispatcher, 2 FT Drivers, 3 PT Drivers	24-hour advance notice, will accommodate within 24 hours as available. After 3 no shows, removed from service	Independence KS residents needed to get to Wichita. Independent service couldn't accommodate so brought rider to Elk City for connection. Difficulty in coordinating trip times.	Jurisdictional	If KDOT goes to regional transportation, they will be taken over and people will have to adapt to change		"Haven't experienced anything"
SEK-CAP, Inc.	73,502	245,558	$471,577.75	$1.92	$6.42	3.34	Jim Dockers	620/724-8204, ext 1024	Crawford, Cherokee, La Bette, Bourbon, Linn, Neosho and Montgomery Counties. South border is the Oklahoma state line; also service Bartlesville OK 4-5 times a month. East border is the Missouri state line; also service Joplin MO 3-4 times a month. North border is Pleasanton KS. West border is Neosho Co. KS to Parsons KS.	Post Offices, Community centers, Major highway junctions, Town centers/squares, Churches or faith-based organizations, Housing projects, Grocery stores, Gas stations/convenience stores, businesses, Court Houses, employment, City Halls, Senior Centers/Homes, Hospitals and Medical Centers, Emergency shelter, Workforce readiness centers.	Mon: DR 6:30 AM to 4:30 PM, 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM. Tues-Wed: DR 6:30 AM to 4:30 PM. 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM. Thurs-Fri: DR 6:30 AM to 4:30 PM, 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM., 11 PM - 3 AM. Saturday: DR 9 PM to 3 AM, Deviated Fixed Route-11 PM to 3 AM.	Monday - Saturday 333	Hard to establish	$.50/ride for the deviated fix route, $1.00 per trip or a $2.00 round trip donation for DR service.	All maintenance based on manufacturer's guidelines.	18 paid employees: One Director, One FT mechanic, 3 PT drivers. 13 FT drivers.	Five drivers for deviated fixed routes = no dispatch is necessary. Eleven drivers run demand responsive routes dispatched through direct calls. Cancellations require one hour advance notice of the scheduled ride pick-up time. Notice given less than one hour from scheduled pick-up time = a "no show." If two no shows occur in any 30 day period, a customer will not be eligible for service through SEK-CAP for thirty calendar days.	No experience with Regional coordination. "We have some routes that do specialized demand responsive services and these would be hard to coordinate regionally. I also see funding as an immediate obstacle. How are regional fares established? Jurisdictional borders who decides how far buses/vehicles are able to transport from their home location. Policy, not all agencies have the same guidelines, again who establishes regional policies for all agencies. Regulatory, is there going to be one agency to oversee all coordinated transit? Who will dispatch to agencies?"		Don't establish coordinated transit.	Explaining to the public what services are available? The basic who, what, where, when and why's of public transportation.	No experience.
Elm Acres Youth Home & Family Services. Inc.	5,632	20,604	$43,614.80	$2.12	$7.74	3.66	Kit Parks	620/231-9840	Elm Acres Transportation Service provides rides on a demand response basis to a variety of destinations in the city of Pittsburg, city of Frontenac and a portion of the Crawford county surrounding area, approximately a twenty mile radius.	Employment, school and personal business (20%), various recreation and treatment program oriented activities including NA/AA meetings (25%), medical (30%) and general ridership to local merchants (25%).	Monday-Friday 7:30 AM - 2:30 PM	Sunday 13 Monday 29 Tuesday 29 Wednesday 29 Thursday 29 Friday 29 Saturday 13	75%	$1.00 per one-way trip	Based on manufacturer's requirements. Monitoring and routine maintenance checks done daily. If the vehicle needs maintenance it is scheduled for repair by an automotive professional.	18 FT staff are youth care workers in our youth residential program who can drive and are in safety sensitive positions, per policy. We do not have any volunteer drivers.	Calls a day in advance or the day of. All requests for rides are accommodated on a first come, first serve basis. Rides can call the dispatch # handled by one staff, or the mobile phone to the driver to handle calls during down times or between pick-ups. Cancellations by riders can be accepted either way and requested prior to the pick up time.	Little experience in inter-regional coordination. Within CTD, discussions with other transit providers have initiated some strategies on ideas of how coordination can occur and implementation might work, on a regional level.	Funding, Jurisdictional, Policy, Regulatory	Adequate funding will be an obstacle. Continued efforts to collaborate and work on policy and regulatory issues is the best option for future transit coordination plans.	Riders desire additional hours of service, particularly during the evening hours and weekend.	The PACT bus in southeast KS began as a pilot project and has been utilized by riders as a bus-route type service.
Senior Services of Southeast Kansas, Inc.	4,003	44,850	$45,404.46	$1.01	$11.34	11.20	Sandra Gross	620/251-7313	Coffeyville, Columbus, Erie, Iola. As far as Cherryville, Independence, Parsons, Wichita but not Kansas City	Medical shopping, any purpose	Weekdays 9:00 AM to 3:00 PM	15/Weekday	75%	Donations only	Daily pre and post inspection and maintenance per manufacturer guidelines	6 PT drivers, 1 PT admin, 1 PT director	24-hour advance notice but will accept day-of if schedule is available. Cancellations also 1-hour advance notice preferred. 2 no-shows = 30-day suspension	No experience	Jurisdictional	Other providers are territorial		Provide a good referral base.
Four County Mental Health	20,935	212,601	$495,906.13	$2.33	$23.69	10.16	Lyle Martin	620/331-1748	Within the Kansas Counties of Chautauqua, Elk, Montgomery and Wilson.	The majority of our trips are medical going to and from the towns of Independence and Coffeyville. Also, personal business (shopping, employment, education, medical, etc.) in the towns of Independence and Coffeyville.	Mon-Fri, 8:00am to 5:00pm. Plus one vehicle is used to transport Dialysis passengers on Saturdays.	Monday 125 Tuesday 175 Wednesday 150 Thursday 175 Friday 125 Saturday 14	90% 8-10 AM and 2-5 PM, 50% 10 AM - 2 PM.	$2.00/trip within the city limits of any town. An additional $1.00 charge for each five miles outside the city limits.	"We perform a weekly KDOT inspection on each vehicle. We fix all safety issues immediately and we perform routine maintenance on a schedule compliant to the manufactures specifications. "	34 PT Drivers, 3 FT Dispatchers, 1 FT Coordinator	48 hours or two business days advance. Trapeze (Novus 2.1) used. 3 dispatchers schedule rides, monitor phones and provide customer service. Drivers scheduled the day before using a rotation basis and skills level in operating a mini-van or shuttle. Cancellations require a 24 hours notice to avoid use of No-Show policy.	We provide information and phone numbers for other resources available in the area. The dispatchers call other providers in order to help the passenger find transportation. We have transported passengers to Howard, Kansas and pass the passenger off to Elk County Transit which then takes the passenger on to Wichita. Upon their return, we meet the other transit agency back in Howard at a scheduled time to take the passenger back to Independence.	Funding	"If our Agency is chosen to be the regional dispatching office for South East Kansas, we would need additional funding to support the additional staff member to handle phones calls and coordinate regional transportation."		Knowing what other transportation companies are available in our immediate area and understanding the services they provide to the community. This helps dispatch in helping the passengers who need transportation services that we may not be able to provide. Keeping the communication lines open between each of the other companies is a value added help.
Class LTD	15,104	56,805	$73,353.58	$1.29	$4.86	3.76	Class LTD	620/429-1212	Within Parsons city limits	Work, education, leisure trips, any purpose	Monday – Friday 7:30 am- 9:00 pm	"varies"		$1.00 per one way trip	"routine maintenance"	4 PT drivers, 1 FT dispatcher, and 1 Transportation Director.	"Riders call our dispatch who then completes a daily manifest which is distributed to drivers. We require a phone call to report cancellations. Too many no call\no shows results in suspension of privileges for a time."	No Experience	Funding	Increased State funding opportunities.	"Unknown"	None

5. EAST CENTRAL SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Chase County	3,090	6,996	$24,590.86	$3.51	$7.96	2.26	Deb Haglund	620/273-8511	Chase County & on rare occasion, outside of the county	Medical, Senior Center, Bank, Post Office, Hair appts, Physical Therapy, Grocery	Monday through Friday: 8:00 AM - 5:00 PM	Monday - Friday 20 (7-8 people)		No Fare, donation only	Per KDOT guidance, every 3000 miles or 6 months	4 drivers, Part-time dispatchers	Riders call Senior Center, some are subscribed to daily service. No cancellation policy	Very limited inter-regional	Geographically remote, regional dispatch is unlikely	2900 people in county	Uncertain: dwindling population	Make sure everyone gets a ride.
Franklin County Services for the Elderly	9,201	52,327	$93,831.12	$1.79	$10.20	5.69	Regina Barnhart	785/242-8341	Within Franklin County. Douglas, Shawnee and Johnson Counties for medical only.	Franklin County: 25% Medical, 6% work, 69% personnel. Outside of County = Medical only.	Weekdays 8:00 AM to 2:30 PM	Monday 60 Tuesday 40 Wednesday 60 Thursday 40 Friday 60		$1 RT suggested donation in town. $5 RT suggested donation out of town.	Follow manufacturer criteria. Pre- and post- trip inspection, off-site maintenance.	6 PT drivers; 1 FT dispatch	"City Route" trip sheets each day as calls come in. Prefer 24-hour advance notice. No cancellation policy.	No experience.	Funding.	Improved communication to avoid turf wars.	Not sure	Don't know.
Greenwood County Council on Aging	20,595	51,766	$73,999.05	$1.43	$3.59	2.51	Karen Ebberts	620/583-5453	Greenwood County. As far as Wichita, Topeka	Medical, shopping work, any purpose	Weekdays 8:00 AM to 5:00 PM	Monday 77 Tuesday 65 Wednesday 65 Thursday 71 Friday 50	Low - typically one rider at a time	$1/one way trip in town, $10/hour out of town.	Off-site at 3,000-miles and based on manufacturer recommendations.	3 FT Drivers plus 2 PT dispatch/drivers, 1 FT dispatch/driver,	First to call, first served. No schedule - respond as called. Reach drivers on radio. No cancellation policy.	No Experience	Jurisdictional	Status Quo is good	No	No
Osage County Council on Aging	3,275	16,857	$18,573.58	$1.10	$5.67	5.15	Bryron Jordon	785/528-4906	Osage County plus regular trips to Topeka and Emporia. Do not cross State lines, and limited to destinations within a 100-mile radius from Osage City. Six shopping trips a month to Topeka and Emporia.	Medical, shopping, recreational, all purposes.	Weekdays 8:00 AM to 5:00 PM	Monday 10 Tuesday 10 Wednesday 32 Thursday 68 Friday 10	20-80% depending on day of week and time of day.	Suggested donation is $2/ in-county scheduled trip. $3/ surrounding county scheduled trip. and $5 per person for unscheduled demand-response trips. Depending on the destination, the suggested donation for "rider appreciation trips" can be lower.	Scheduled maintenance based on KDOT and manufacturer recommendations. The bus driver monitors the mileage logs and is proactive in advising the director of upcoming maintenance requirements.	4 person-staff includes a Director (back-up driver), a FT Driver/Office Assistance, a PT Substitute Bus Driver, and a PT maintenance person for building maintenance and light bus cleaning duties.	Monthly schedule for five shopping trips to Topeka and one shopping trip to Emporia. Weekly trips to the senior center for various activities. 24-hour advance preferred but not required. 24-hour cancellation preferred.	Limited experience. "If our current program became an all-encompassing regional provider, schedule and routing would probably change causing some dissent amongst our current ridership. If this occurs, it would have to be understood that we only have one full time driver, a part-time driver and a back-up driver with limits based on availability and budget for the part-time and back-up drivers."	"I believe it all comes down to coordination and finalization; however, if the expense is decided to be too high, I'm sure funding becomes a major issue. Is it practical?"	Discussion, planning, and cooperation is needed. "A heavy-handed approach by KDOT would alienate our current staff and riders."	Volunteer medical driver program was dropped. Volunteers would take citizens to their appointments when our buses were not available, turn in their mileage once a month for a reimbursement of around 35 cents a mile. people still call but options are very limited. "If regional transit would make a difference, I would be highly in favor of it."	"I haven't been involved that much with regional coordination, but I could see it working when trips require movement across the area. If this comes to fruition, I look forward to working with other transit directors to make it efficient and of assistance to our local citizenry."
Lyon County Department on Aging	35,433	107,052	$254,618.76	$2.38	$7.19	3.02	Ken Barrows	620/342-6119	Lyon County plus coordination with Wabaunsee Co for out of county rides as far as Topeka, Manhattan and Kansas City	Medical 14.3%, Shopping 28.2%, Employment 25.7%, Social Services 7.5%, Education 3.8%, Senior Center 2.3%, Other 18.2%	FR = Weekdays; 6:45 AM – 6:00 PM: DR = Weekdays; 7:30 AM – 7:00 PM	DR = 112/Weekday, FR = 70/Weekday	85%	FR & DR = $1.25/ride, $12/10-ride tickets, $30/monthly pass, $39/monthly family pass (up to 5 people), $90/semester (4-month) pass. DR = $6 for out-of-county coordinated trips (Wabaunsee Co charges	pre and post trip inspections, Maintenance in County shop based on manufacturer recom	4 FT drivers, 6 PT drivers 1 manager, 1 PT director, 1 dispatcher	Trapeze software. 24-hour advance desired but not required. Cancellation 2 hours in advance of pick-up.	Regional Coordination with Wabaunsee Co	Service not known,	Could advertise the service but would need additional resources to accommodate regional demand	Increased regional coordination with all surrounding counties	Current Coordination with Wabaunsee County
Community Senior Service Center, Inc.	5,508	18,165	$43,555.79	$2.40	$7.91	3.30	Carol Rhea	913/755-4786	City of Osawatomie and southern 40% of Miami County and as far north as Paola.	Medical, employment, education shopping, senior center, personal	Mon-Fri, 8:00 AM to 4:00 PM	20-35/Weekday	50%	$1/per trip. Out-of-town adjusted for mileage. $5 to Paola.	Pre and post inspections. Off-site maintenance	2 PT drivers, 1 FT dispatch/driver and 1 substitute driver	Advance reservations or as available. 3 no-shows = warning, 2 more no-shows and suspension for 30 days.		"Nothing but trial and adjustments"		Longer distance coordination needed.	
Linn County Transportation	1,200	24,282	$40,635.95	$1.67	$33.86	20.24	Melinda Bolling	913/795-2279	Linn County, surrounding counties, VA in Kansas City, MO. No	Medical appointments and shopping trips	Monday – Friday 8:00 AM-4:30 PM	2/Weekday	20%	No fare for inside Linn County. Adjoining counties $15.00. Johnson, Neosho, Crawford Counties $20.00. Franklin County $25.00. Kansas City $30.00. Leavenworth $35.00. Topeka $40.00. Fares were determined by mileage.	"We follow the suggested maintenance that the vehicle manufacturer suggests"	4 – 1 full time driver, 1 office and back up driver, 1 mechanic and back up driver, 1 manager	The full time driver keeps her own schedule. No dispatch.	No Experience	Policy	"It is becoming harder for very small organizations to keep up with the reporting."	Needs are being met.	No Experience
Paola Senior Citizens Center, Inc.	2,813	8,719	$19,181.30	$2.20	$6.82	3.10	Donna Prock	913/294-4630	8-10 mile radius of Paola plus medical trips to the greater Kansas City area	Any purpose	Monday – Friday 8:30 AM-3:00 PM	10/weekday		$1/trip, $5/1 way to Osawatomie, $25/RT to K.C.	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	2 PT drivers and PT dispatch	advance reservations or as available. No cancellation policy but would charge if consistent no-shows occur	Reciprocal agreements with Ottawa and Louisburg. Agency does one direction the other agency does the other direction.	None		Nothing	Reciprocal agreements work well with open lines of communication.
City of Paola/Lakemary Center	2,017	29,203	$47,429.00	$1.62	$23.51	14.48	Eric Clary (new)	913/557-4361	Miami County and as far as Kansas City Metrop area and Emporia	Any purpose	Monday – Friday 7:00 AM -4:30 PM	2.5/Weekday		Within the City of Paola = $10/RT, within the County of Miami (outside of Paola = $20/RT, Outside of County = $25/RT, additional stops = $5	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	1 PT driver, 1 FT coordinator, 1 FT driver/administrator	Prefer 24-hour advance notice but can do same day. Cancellation policy - prefer 24-hour notice. No-show = potentially suspended but has never happened.	Sometimes help Lifecare Center or Osawatomie Hospital but no further	Lack of Resources/Funding	Additional funding for drivers and vehicles; Communications	Funding and simplify process	Early notification (2 weeks in advance, for example).
Louisburg Senior Center	1,936	27,041	$27,253.95	$1.01	$14.08	13.97	Beverly Steger	913/837-5113	Miami County and to 335th , Kansas border, Ottawa, La Cygne	Medical and any purpose	Monday – Friday 8:00 AM -5:00 PM	10/weekday	95%	$4/RT within Louisburg, $6/ RT within the County, $25/RT outside of Rice County	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	6 PT drivers, 1 Director (also drives)	Prefer Advance notice but not required: 1st come, 1st served; Cancellations - prefer 24-hour advance notice but not required.	Sometimes assists nursing home and assisted living facilities in town	Communication difficult.	N/A	More publicity - potential riders don't know about service	Good coordination with the local nursing home and assisted living facility
Wabaunsee County	2,128	30,646	$30,208.31	$0.99	$14.20	14.40	Jennifer Savage	785/765-2421	Anywhere including as far away as Kansas City or even Jamestown, MO	Any purpose except Casino or Strip Club	Monday through Friday: 8:00 AM - 4:30 PM	Monday - Friday 2/day (usually long distance)		$7/round trip within county or adjacent counties, $20/round trip for non-adjacent counties, $20 for round trip to Kansas City.	Daily driver inspection and 3000 checkup and oil change	4 PT drivers, County staff assist with scheduling, etc.	Call-in with at least a 24-hour notice. Cancellations at least 24 hours in advance.	Meet Lyon County at the border, no other regional coordination.	No capacity to address coordination		Additional funding	
Coffey County Transportation	7,193	73,087	$116,908.57	$1.60	$16.25	10.16	Kara Reynolds	620/364-1935	Serving trips for Coffey County residents within 75 males	Any Purpose - Mostly medical	Monday – Friday 8:00 AM -5:00 PM	30/weekdays	80%	Suggested donation based on destination	Service based on manufacturer's guidelines	7 drivers, 1 dispatch and 1 executive director	Can call anytime to request a ride. 24 hour advance not required. Dispatcher schedules pick-up and calls driver. Cancelations must occur before the bus leaves base or it is a no-show.	Only once.	Communication between providers			No experience.

6. NORTHWEST SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Thomas County Transportation	2,047	6,457	$16,240.15	$2.52	$7.93	3.15	Shelly Harms	785/460-4500	Thomas County only	Medical, shopping, hair salons, swimming pool, Senior Center	Mon-Fri, 8 AM – 11:30 AM / 12:30 PM to 4:00 PM	Weekdays - 6/day	100%	No fare, strictly donation and state operating funds	Daily driver inspection and oil change	1 FT drivers, 1 PT driver, county clerk staff compiles monthly reports and grant applications	Call-in with at least a 24-hour notice. Cancellations at least 24 hours in advance.	No inter-regional coordination.	Funding		Additional funding	
City of Goodland	5,568	13,398	$23,198.74	$1.73	4.17	2.41	Sharmis Blake	785/890-4500	Within city limits only	Medical, Shopping, any purpose	Weekdays 8:00 AM to 3:00 PM	Weekdays, 15-20	75%	$1/one way trip and every stop	Pre- and post- trip inspection, routine maintenance done in-house based on manufacturer's guidelines(city)	2 PT drivers 1 PT Dispatcher and 1 PT Admin	Can call anytime to reserve a ride	No experience or interest			City is well served	
Logan County Hospital	4,662	5,372	$26,616.39	$4.95	$5.71	1.15	Elaine Stone	785/672-8144	90-mile radius of the hospital	Education and any other purpose	Weekdays 8:00 AM to 5:00 PM, Saturday/Sunday by appointment (rare)	30/weekday during the school year, 8-10/weekday summer	At capacity during the school year	$2/one way trip. $.50/mile outside of the 2-mile radius of the hospital. Seniors and disabled can buy a 50-ride ticket for $30	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines. Note: Ford dealer has closed. Don't know where they will go now for maintenance.	3 PT Drivers, 1 FT dispatch/director	24-hour advance notice but will accept day-of if schedule is available	No Experience	Already at capacity	Funding and additional vehicle	Need to pay drivers for their on-call time (currently just $2/hour on-call	
Decatur County Transportation	4,628	9,580	$22,914.00	$2.39	$4.95	2.07	Colleen Geisler	785/475-8102	Decatur County. We have four towns Oberlin, where the bus runs every day. Norcatur (20 Miles), Jennings (25 Miles), and Dresden (21 Miles) are smaller towns and we provide rides when residents call and set up a time.	Any purpose	Monday – Friday 8:00 AM-5:00 PM. Special trips on weekends for residents if scheduled in advance.	Monday 18 Tuesday 29 Wednesday 32 Thursday 26 Friday 34	45%	Donations only	If it's a minor maintenance then Decatur County mechanics take care of it. If it is a warranty item then the bus is taken to a dealer in McCook NE.	4 PT Drivers 1 PT Dispatch	Residents call dispatch for a ride, dispatch calls the driver with the address. If a resident from one of the smaller towns, Jennings, Norcatur, or Dresden needs a ride they call a day or two in advance.. "We do not run when the roads or the weather is bad. Dispatch would call the regular riders and let them know the bus isn't running. "	"We have taken nursing home residents to family gatherings on weekends & residents to class reunions. We have taken nursing home residents rides on weekends so they can see a harvest or just to get out. We also take residents to see Christmas lights or to the County Fair. Our drivers are always willing to make these trips."	Funding	"We would have trouble paying for another bus & then a driver for trips outside of Decatur County."	"I feel we do a good job for the residents of Decatur County. We try and make them feel independent as possible. We also try and add some pleasure."	"I feel we have very compassionate drivers who want to help the residents as much as they can and are very willing to step up and do a weekend trip."
Gove County Medical Center	1,222	24,865	$24,974.42	$1.00	$20.44	20.35	Rhonda Riedel	785-754-3341	Gove, Trego, Graham, Ness, Sheridan, Thomas, Ellis, Scott, Lane. Our service area does not change by the day of the week. We travel a 90 mile radius every day.	"Our trips vary from medical appointments, taking riders to pick up medicines, taking riders to go shopping and get groceries or etc., and sometimes we have groups that go out to eat together.".	Monday – Friday 8:00 AM -5:00 PM, Saturday, 8:00 AM - Noon	Monday 1-3 Tuesday 3-6 Wednesday 1-3 Thursday 3-6 Friday 1-3 Saturday 1-2	95%	Donations only	"We maintain the vehicle by manufactures specifications and also when another need arises."	"The hospital employees around 200 employees and we have Senior Companion Volunteers in the LTC and Auxiliary volunteers in the hospital. "	Riders call into the SS office and one of the 3 SS employees takes the call and schedules the ride. 24 hour advance reservation unless an emergency occurs. 24 hour advance cancellations unless an emergency occurs.	"Right now we are not providing interregional transportation but it is needed because we are starting to receive more and more phone calls from outside of our region that we do travel. We are looking at expanding our coverage for the next year."	We are in need of another van because of our volume of calls. One of our vehicles spends 2 days a week out of town all day. We cannot provide more trips for others needing to go in the opposite direction.	We are looking at expanding our area of travel so that we can apply for another vehicle to meet our ride requests.	Having a second vehicle would definitely be beneficial in serving the transportation needs of our community and the communities that we serve.	We try and book rides at or around the same time that our going to the same area so that more people can travel to their destination as needed.
ACCESS (Development Services of NW Kansas)	32,411	146,869	$407,415.95	$2.77	$12.57	4.53	Anna Findley	785/621-2078	Ellis County	Medical, Work, Meals, Shopping, Church, Recreation, Safe-Rides from Bars	County = Monday through Friday: 6:00 AM - 10:00 PM, City of Hayes = Sun - Tues, 6 AM - 10 PM, Wed - Sat, 6 AM - 3 AM	Sunday 54 Monday - Friday 117 Saturday 57		$1.50/trip w/i city limits, $3/trip w/i county excluding Senior and Tiger riders which are free	On-staff mechanic follows all maintenance procedures	Approximately 25 paid employees	First come, first served, Dispatch by manifest, 1 dispatcher /shift, cancelations 30 minutes in advance or charged	No inter-regional coordination. Need more coordinated routes throughout NW Kansas into Hayes. Could centralize dispatch from here.	Funding, Jurisdictional, Policy, Regulatory	Generate buy-in from providers though KDOT consultants	Introduce Fixed Route Service. Demand/Response wastes money and is less efficient	Communicate with other local providers
WaKeeney General Transportation	5,472	4,418	$16,566.28	$3.75	$3.03	0.81	Lindsay Flax	785/743-5791	City limits	School / daycare; hospital; miscellaneous trips downtown	Monday through Friday, 7:30am – 4:30pm	Monday – Friday: 5 (summer) / 30 (school year)	School trips – 100% (sometimes 2 trips), otherwise not very high	$1.75 one-way trip. Fare has been set for a long time.	The bus driver does pre- and post-trip inspections daily and schedules any repairs and maintenance needed. He also is responsible for getting the bus serviced when needed.	1 paid – bus driver/do-all! Plus Lindsay for bookwork/reports	Bus driver is his own dispatcher. Rider calls in to say that they need a ride, and he tells them how soon he can be there.	N/A	N/A	N/A	Small town that doesn't have a huge need for transportation. Primary riders are school-aged children that ride to school and/or daycare. Without the children riding, we only average about 4-5 other	Never been involved with transit coordination.
City of Smith Center	3,763	7,549	$16,144.72	$2.14	$4.29	2.01	Rhonda Hyman	785-282-3812	Within city limits only	Medical, beauty shops, Education, shopping, any purpose	Weekdays 8:00 AM to 4:00 PM	Weekdays, 8-10, summer, 12-14 school year	Sometimes operating at capacity (4 riders) - could use a bigger vehicle	$1 one way, $2 for multiple stops, same 2-way trip	Pre- and post- trip inspection, routine maintenance done in-house (city)	2 PT drivers and 1 PT Admin	All rides arranges by calling the driver's cell phone. Advance notice not necessary.	None	Funding	Has talked to the County about providing service but County has no money for service.	Need a larger vehicle	
City of Russell	10,048	18,277	$46,319.16	$2.53	$4.61	1.82	Arlyn Unrein	785/483-6311	Within city limits only	Shopping, Medical, Personal, Education, any purpose.	Weekdays 8:00 AM - 6:00 PM, Saturdays, 9:00 AM - 4:00 PM	Monday 39 Tuesday 40 Wednesday 53 Thursday 56 Friday 50 Saturday 29	70%	$1/ one way ride	Pre- and post- trip inspection, routine maintenance done in-house based on manufacturer's guidelines (city)	2 FT, 1 PT drivers and 1 PT Admin	All rides arranges by calling the driver's cell phone. Advance notice not necessary.	No Experience	Jurisdictional	"Regionalization will cause tremendous problems. Providers will drop service."	Community is currently well served.	
Rooks County Transportation	3,153	65,047	$76,400.61	$1.17	24.23	20.63	Johnna Lamber	785/434-4553 Ext. 237	Within county plus to adjacent counties (Rooks Co residents only)	60% Medical and any other purpose	Weekdays 8:00 AM to 5:00 PM	Weekdays, 12-15		Donations only	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines	2 FT, 1 PT drivers 1 PT Dispatcher and 1 PT Admin	Prefer 24-hour advance notice but can do same day. Cancellation policy - prefer 24-hour notice.	Limited experience - sometimes meet rider from Phillips County at county line.	Geographic	Funding	County is currently well served.	
City of Phillipsburg	3,917	15,755	$44,687.56	$2.84	11.41	4.0222	Brenda Chance	785/543/5234	Within Phillips County. Farthest - Logan, KS and Kirwin, KS.	School, Shopping, Medical, Meals, Beauty Shop, any purpose	Weekdays 10:00 AM to 4:30 PM	Monday 5 Tuesday 8 Wednesday 5 Thursday 15 Friday 10	40%	Inside City limits = $1/stop, Outside City limits = $2/stop.	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines	1 FT driver and 3 Fill-in drivers, 1 fill-in driver/maintenance person	Riders call Phillips County Retirement Center for rides and PCRS calls driver on cell phone	"We do very little. What little we do is coordinated mainly thru Rooks Co. to transport people usually for shopping or doctor appointments. This sometimes raises issues due to trying to coordinate times that work for both jurisdictions to drop off and pick up."	Funding and Jurisdictional	With all the budget cuts and limits on amounts that can be spent, it will be hard to fund.	Nothing at this time	"None - we have not compared a lot with others."
Norton County Transportation ~~Senior Citizens~~	2,548	6,456	$17,178.37	$2.66	6.74	2.5338	Melinda Segura	785/877-5352	Within Norton County and occasional trip to Hays, Hill City	Medical, shopping, any purpose	Weekdays 8:00 AM to 4:00 PM	Weekdays, 15-20	60%	$2 RT, $.50/mile to Hays of Hill City, $10 to Salina	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines	2 FT Drivers, 1 FT dispatch	Can call anytime to reserve a ride but prefer 24-hour notice. Cancel 1-hour in advance	No experience, most all trips within town.	Geographic			
Rawlins County	14,362 D/R	94,225 D/R	$266,448.17	$2.83	$18.55	6.56	Rachael Finley	785-626-3351	Within Rawlins County. Mostly Atwood, Herndon on Tuesdays and McDonald on Thursdays	Any Purpose	Monday – Friday 9:00 AM -5:00 PM	Not answered	Not answered	Donations welcome	Not answered	1 dispatcher and 2 drivers	None	Not Answered	Jurisdictional	Service is for Rawlins County taxpayers only.	Not Answered	Not Answered
	73,018 FR	212,918 FR	$340,787.40	$1.60	$4.67	2.92																
Rush County Transportation	6,868	13,477	$23,366.69	$1.73	$3.40	1.96	Tasma Thielenhaus	785/222-3537	Anywhere including as far as Dodge City	Shopping, Personal business, Medical and Cultural	Monday – Friday 8:00 AM-4:30 PM	Monday 29 Tuesday36 Wednesday 32 Thursday 24 Friday 35	90%	$1/in county, $12.50/out of County, $5/Scheduled out of county, $50/over 100 miles	Daily Driver Inspection and 3,000 mile check-up and oil change	1 FT and 4 PT. County staff assist with scheduling and driving	24-hour advance reservations. Cancellations at least 24 hours in advance. 1 dispatcher	No Experience	Policy, Regulatory	Policy creates regulations - "Simplify it"	Funding	Communication

7. NORTH CENTRAL SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Ottawa County Transportation	7,294	38,585	$50,787.57	$1.32	$6.96	5.29	Amanda Loughridge	785/392-2822	Within Ottawa County and as far as Salina, Abilene and Concordia.	Medical shopping, any purpose	Weekdays 8:00 AM to 5:00 PM	Summer weekdays = 10, school year weekdays = 40		$2.50/ 2-Way trip in town, $5/ 2-way trip to Salina	Daily pre and post inspection, 5,000-mile oil change and maintenance per manufacturer guidelines	3 PT drivers, 2 FT dispatch/ schedulers	24-hour advance notice but will accept day-of if schedule is available. Cancellations also 24-hour advance notice preferred.	One time coordinated with Mitchell County for one rider. Have discussed with other providers but nothing has occurred.	Jurisdictional and problems "linking up."	Providers fear the loss of control and ridership.	Scheduling software.	Works at Attabus! Could work elsewhere with the right leadership.
OCCK, Inc.	46,848 D/R	223,245 D/R	$424,955.97	$1.90	$9.07	4.77	Patrick Wallerius	785-827-9383 x.302	Fixed route within city limits. D/R covers North Central Kansas within the 14 county area of the Sunflower Network, but may be as far as Wichita, Topeka, Kansas City for Non Emergency Medical Transportation.	D/R = Medical, employment, shopping, etc. Trips across county lines are primarily medical. The Fixed Route is within Salina and those trips are medical, employment, shopping, education, etc..	Weekdays; 6:00 AM – 9:00 PM: Saturday; 9:00 AM – 5:00 PM	Mon: DR=158, FR=819 Tues: DR=152, FR=747 Wed: DR=156, FR =736 Thurs: DR=145, FR=787 Fri: DR=143, FR=951 Sat: DR=8, FR=355	90%	FR=$1/one way, $2/day pass, $5 for 6-trip ticket, $35/monthly pass. DR= $2/one way, $.10/mile out-of-town	3 mechanics for on-site maintenance per manufacturer guidelines.	34 employees: 1 coordinator, 3 supervisors (I DR, 2 FR), 4 dispatchers (2 FT, 1 PT and 1 sub), 3 mechanics (2 FT, 1 PT), 22 drivers (8 DR, 12 FR, 2 floaters) 1 site maintenance (trash & snow removal)	Trapeze software. 24-hour advance. Generally no will-calls. Passengers can cancel same-day. Out-of-town rides are confirmed by phone before vehicle departs.	"OCCK has done regional transportation for a lot of years. Most of our regional transportation is high priority, like dialysis, cancer treatments, etc. OCCK has had 3 years working with the previous consulting firm. OCCK has been designated as the lead agency in the North Central Region."	Knowledge of each other's services and Trapeze reports, etc.	The best option is to begin transit coordination with regional trips only & local providers still provide local services.	Centralized dispatching, Extended Peak Hours on Salina's CityGo Fixed Route, 5th Route on Salina's CityGo Fixed Route	Communication between providers so they are cooperating to provide rides.
	166,060 FR	258,198 FR	$685,557.48	$2.66	$4.13	1.55																
Republic County Transportation	6,520	9,008	$17,001.07	$1.89	$2.61	1.38	Scott C. Finkbiner	785/527-2235	Service area inside the town of Belleville city limits. Service to Narka, Munden, Cuba, Agenda, Republic, Scandia and Courtland provided on Wednesday and Thursday. The out of town service schedule is on a call in schedule. This schedule stays the same and doesn't change. No out of state service.	Dr. Appointments, Hospital, Grocery Store, Dollar General, Bank, Hair Appointments & Dining Out.	Mon-Fri, 10:00 AM to 4:00 PM	10/weekday, Mon - Thurs. 15/Friday	In town service runs 90% to 95%. Out of town service at about 5%.	$1/round trip within county or adjacent counties.	Daily driver inspection and daily pre inspection done by our DOT certified mechanic.	2 PT drivers, County staff assist with scheduling with backup driver.	With cell phones the drivers carry and call in to office. We have 1 dispatcher. 24-hour advance desired but not required. Call day before or as soon as possible to cancel	The cost and unexplored avenues to make the connection outside the county and the decision of the Board of County Commissioner. Our in county services are working very well for us and county residents.		Lack of county needs and participation to travel outside the county.	Additional funding & getting participation from the county residents to want to travel outside of the county to other cities or places.	Seeing how other counties make connections outside of their counties to other in state destinations.
Solomon Valley Transportation, Inc.	4,622	59,918	$65,787.84	$1.10	$14.23	12.96	Stephanie Simmons	785/738-9549	Mitchell County, Osborne County (Limited), Jewell County (Limited), and southern / west Cloud County (limited)	Medical, Work, Shopping and Eating trips; any purpose	Monday – Friday 7:30 AM -5:00 PM	25-30/weekday		Suggested Donation $1.00 Each Direction in Mitchell County, $2.00 Each Direction out of Mitchell County	"Maintain a contracted service provider who checks the vehicles general maintenance checklist on all fleet vehicles. Our trip coordinator manages all service / oil changes plus any reported service needs from inspection forms"	1 PT trip coordinator / dispatcher, 4 PT drivers	Trip coordinator manages all incoming calls and trip requests through an electronic calendar program. Trip coordinator takes appointments and schedules electronically. Drivers have access to electronic calendar at all times. 24-hour notification required on all trips scheduled with SVT. Cancellations are allowed up to the morning of the scheduled trip.	No current inter-regional transit occurring at this point	Jurisdictional	For transit services to not limit their jurisdiction requirements. By all transit services working together and developing we could make a better regional linking system.	Expansion into rural need areas; additional funding to support this funding. Better community and state support of developing regionalization processes directly relating to an area not just a model.	Currently SVT tries to reach out and work on development ideas from other in state transit providers but we have found little to no correspondence or assistance provided. It would be great to have a better way for a new transit provider to work with other transit providers and learn from their best practices, mistakes and development
Concordia Senior Citizens Center	7,396	13,237	$23,205.22	$1.75	$3.14	1.79	Gary Dvorak	785/243-1872	Concordia city limits and 5-mile radius	Personal, shopping, medical (40%), employment, education	Monday – Friday 8:00 AM -4:00 PM	49/weekday	60%	$1/one way	Pre- and post- trip inspection, routine off-site maintenance based on KDOT guidelines.	1 FT driver, 1 PT bookkeeper	Passengers call driver directly on cell (ad hoc), no cancellation policy	No Experience	As is		Would like to see expansion but funding is an obstacle	Flint Hills in central Kansas - good inter-county coordination. Issue is that they're spread out in Concordia and not as much demand for regional.
City of Wilson	731	6,340	$3,331.45	$0.53	$4.56	8.67	Susan Kriley	785/658-2272	25-mile radius of the City of Wilson. Trips out of the service area are periodically scheduled.	Social, Educational, Medical, Recreational.	Monday – Friday 9:00 AM -3:00 PM			$3/out-of-town trip within service area, $.50 per stop in Wilson $1/round trip), $5/out of service area trips. Children under 18 ride free.	Maintenance by local repair shops		Dispatching/scheduling is done through City Hall. Cancellations at anytime	No experience	Securing volunteer drivers			
Lincoln County Transportation	2,741	12,122	$43,535.59	$3.59	$15.88	4.42	Jerry Philbrick	785-384-0015	Lincoln County and as far as Beloit, Minneapolis, Salina, and Ellsworth,	Mostly medical but any purpose.	Monday – Friday 8:00 AM -5:00 PM	2-4/weekday		Based on mileage: In Lincoln - $2, in County - $3, Fare graduates up to #10 for less than 100 miles and then an additional $1 for each additional 2o miles.	Pre- and Post- trip inspections and maintenance based on manufacturer's guidelines	1 FT dispatcher/driver and 1 PT driver	Prefer day in advance but will accommodate same day as possible	Occasionally with OCCK	Funding/resources			
Ellsworth County Council on Aging	2,458	7,662	$14,224.02	$1.86	$5.79	3.12	Virginia Boots	785/472-3032	Within the County only	Any Purpose	Monday – Friday 8:00 AM -2:00 PM	14/weekday	80%	$1.00/one way	Pre- and Post- trip inspections and maintenance based on manufacturer's guidelines	Manager and 2 drivers	Dispatcher hands driver a schedule for the day. Caller makes an appointment, dispatcher records the appointment. Return trips are called in at the time of the return. No cancellation policy.	N/A	Funding	Funding	Funding and additional resources	

8. FLINT HILLS SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Twin Valley Developmental Services. Inc.	3,120	124,615	$89,820.81	$0.72	$28.79	39.94	Ed Henry	785/562-7410	Marshall & Washington Counties, Lincoln, Omaha, Kansas City & suburbs, Topeka, Manhattan, Wichita	All purposes served. Nebraska - primarily medical, Kansas City - primarily medical and airport	7 days a week - 6 AM through 10 PM.	Sunday 6 Monday 10-12 Tuesday 10-12 Wednesday 10-12 Thursday 10-12 Friday 10-12 Saturday 9		$15 for 30 males or approximate 30 minutes, $25 for approximate 1 hour trip, $60 for Lincoln, Salina, Topeka, etc.	Pre- and post-trip checks, Oil - 3,000 miles, tires - 6,000, brakes - checked at all maintenance checks, filter - 6 months, Factory maintenance recommendations.	3 FT Drivers and misc.PT admin	Reservations at least day before by 4 PM., 24-hour cancelation policy or pay for trip. All dispatch handled through Manhattan Attabus.	Some Coordination within the region - City connection and pick-up from Manhattan.	Communication difficult.	Meetings with other providers to work on improved coordination.	Additional and improved Marketing	
City of Abilene	10,899	25,189	$47,398.00	$1.88	$4.35	2.31	Jane Foltz	785/263-7266	6-mile radius of city limits of Abilene. 2300 Avenue, 1900 Avenue, Fair Road, Jeep Road.	Shopping and Medical	Weekdays 8:00 AM to 5:00 PM	Monday 61 Tuesday 61 Wednesday 61 Thursday 61 Friday 61	40%	$3 RT, $2 one-way. $2 each extra stop. "always been the same - not based on anything	Follow KDOT criteria. Pre- and post- trip inspection, on-site and off-site maintenance	1 FT and 2 PT Drivers	Office staff act as dispatchers, schedule is provided to drivers in AM and updated throughout the day. No cancellation policy	Involved in previous regional efforts - "too many turf issues." People would like to go to neighboring communities but no funding is available.	Funding & Jurisdictional	Don't know - waiting for the outcome of this study	Regional would be great but dispatching would be a problem. Regional opportunities would provide more efficient possibilities.	No - no experience because they are focused on their own community.
Riley County Area Transportation Agency	55,873 D/R 145,430 FR	194,733 D/R 191,995 FR	$438,769.38 $403,965.30	$2.25 $2.10	$7.85 $2.78	3.49 1.32	Anne Smith	785-537-6346	Riley, Gary, W. Pottawattamie Counties and central dispatch with Marshall and Washington Counties. Go as far as to Nebraska, Salina, Kansas City and Topeka.	D/R = 40% Employment, any other purpose permissible including medical, education, shopping, personnel, etc. Much of Fixed route service is for K.S.U. students and faculty during the school year	D/R =M-F, 6:00 AM - 6:00 PM, Fixed Route (school year) = M-F, 6:00 AM - 7:00 PM. Sat, 8:00 AM - 7:00 PM	D/R Weekdays = 200 - 270, Total weekday with fixed route = 1000/day	Sometimes operating at capacity during the school year (Esp. Wednesdays)	D/R = Within 3 miles of city limits, $2 each way. Outside of 3 miles from city limits, $4 each way. Washington Co. to Topeka = $35, Washington Co. to Kansas City, $60. Fixed route fare = $1	Follow manufacturer and KDOT criteria. Pre- and post- trip inspection, new facility will now provide on-site maintenance.	Mix of 38 PT and FT employees (approximately 30 drivers and 8 dispatch/admin.	Trapeze software. 24-hour advance notice, cancellation 1 hour prior to pick-up. No-show = $5 fine, accruing up to 3 no-shows. Can not schedule additional trip until fines are paid. 30-day suspensions possible.	Inter-regional coordination currently taking place with Washington and Marshall Counties.	Policy. Marshall County coordination is a challenge - "Marshall Co. is afraid of giving up control."	Assistance from KDOT	Education to the community and riders about the service. Financial sustainability.	Discussing community transit needs openly with the community.
Pottawatomie County Transportation	8,094	34,159	$73,524.50	$2.15	$9.08	4.22	Dustin Trego	785/457-3455	Within County limits but will go to Manhattan or Topeka	Shopping, Medical, any purpose	Weekdays 8:30 AM to 4:30 PM	15/Weekday	70%	Suggested donation only. Suggested = $1/local, $2 /0-10 miles, $2.50, for 10-20 miles, etc. (Most people pay the suggested donation or more)	Pre- and post- trip inspection, routine off-site maintenance based on manufacturer's guidelines. Some minor maintenance done by the county shop.	1 FY driver, 2 PT drivers, 1 FT dispatch, 1 FT admin/director	24-hour advance notice but will accept day-of if schedule is available. Cancellations 1-hour before scheduled pick-up if possible.	Coordinates with Flint Hills ATA. Meets to connect riders for service to Southwest area of Pottawattamie County. Coordination has been occurring for several years. Each service charges their normal fares.	Trapeze doesn't allow coordination possibilities. County uses their own "Access" system to schedule.	Funding, greater dispatching effort by ATA to cover coordinated trips.	More education to let people know about services.	Meetings needed to discuss regional coordination potential with other providers.
Marshall County Agency on Aging	3,018	33,139	$83,468.00	$2.52	$27.66	10.98	Heather Ruhkamp	785/562-2020 or 785/562-5522	Marshall County and as far as Manhattan, Topeka, Seneca, Beatrice Nebraska and Lincoln Nebraska.	Mostly Medical	Weekdays 8:00 AM to 4:30 PM	25/Weekday		The County Commissioners have set the in county stops at $1.50. The out of county trips are $30.00 to $35.00/2-way trip	every 3000 miles	2 full time bus drivers and 2 bus drivers that fill in when needed. 1 PT director and 1 PT office mgr	"We are not allowed to schedule or dispatch. Attabus does that for us."	"We have problems with riders who have scheduled rides not being on our manifest, communication seems to be a barrier. I feel a competitiveness with the other transportation systems to keep ourselves busy and being able to keep our out of county trips. Since we are a county agency we offer other services besides transportation."	Jurisdictional, Policy, Regulatory	"We have tried to discuss our concerns over the past several months. I feel that it doesn't matter and our concerns are not taken into consideration."	"serve the community efficiently and in a friendly manner. I am sure that some changes could be made to help our service run more efficiently."	
City of Herrington/ Hilltop Community Center	2,447	5,085	$19,020.12	$3.74	$7.77	2.08	Lori Dornbusch	785/258-2956	Within the Herrington City Limits	Any Purpose	Monday – Friday 8:00 AM -4:00 PM	16/weekday		$1.50/one way	Maintenance as needed - city mechanic	Manager and 2 drivers	Calls taken by volunteers in the morning and manager in the afternoon. Cancellation 1/2 hour before pick-up	Coordination with Good Samaritan village and hospital. Talking with providers in other counties.	Funding/ Jurisdictional		Rural areas need help.	Coordination with Good Samaritan village and hospital. Talking with providers in other counties.
Clay County Task Force, Inc.	3,964	8,183	$39,680.42	$4.85	$10.01	2.06	George Appleton	785/632-5427	Within the County only	Any Purpose	Monday – Friday 8:00 AM - 11:30 AM and 12:30 PM -5:00 PM	15-30/weekdays	50%	$1.50/stop, $5 RT to Leonardvilk or Oakhill	Pre- and Post- trip inspections and maintenance based on manufacturer's guidelines	4 Drivers and 2 PT Dispatchers	Rides are scheduled 15 minutes apart or 30minutes for lift use. Day before cancellation required	N/A			Community is satisfied. We should provide car seats for infants but don't currently have any. Some days could use another vehicle.	County to county coordination would be a "good benefit."

9. NORTHEAST SURVEY RESULTS SUMMARY

Name of Agency/ Provider	TOTAL TRIPS	TOTAL MILES	OPERATING COST	COST/ MILE	COST/ TRIP	MILES/ TRIP	Contact	Phone	Service Area	Trip Purpose	Hours and Days of Operation	Average Daily Ridership	% Capacity Operation	Fare	Vehicle Maintenance Procedures	Description of Paid Employees	Description of Scheduling & Dispatching	Inter-regional Coordination	Obstacles to Transit Coordination	Addressing the Obstacles	Ideas to Better Serve the Transportation Public	Transit Coordination Processes that Work Well
Doniphan County Services & Workskills (DCWS)	5,262	61,089	$38,660.75	$0.63	$7.35	11.61	Linda Whittaker	913/365-5561	Primarily Doniphan County - furthest was near St. Louis	Work, Medical, Social, Recreational	Weekends, 9:00 AM - 9:00 PM. Weekdays, 6:00 AM - 9:00 pm	No data	5 - 10 %	No fare=standard. Ticket punch based on passenger's income (sliding scale from $.20, from $.35 fro trips > 16 miles). No income info = $8/ride, $12 for Atchison County, $35-40 for hospitals near K.C.	Driver inspections, External Providers based on vehicle and KDOT guidelines	22 Employees - all drive and many have additional responsibilities	Dispatch from designated cell phone. 24 reservation required. Cancellation - 24-hour advance notice. 1st no-show = fare, 2nd no-show = suspension at coordinator discretion, 3rd no-show = suspension.	No inter-regional coordination. All trips being serviced by the 2 county providers.	Jurisdictional	Regional dispatching is more efficient.	Combine the 2 providers in Doniphan County	Not a lot of experience outside of the county.
Doniphan County Transportation	1,813	78,475	$82,405.03	$1.05	$45.45	43.28	Julie Simmons	785/985-2380	100-mile radius From Troy, KS. As far as Kansas City MO, Topeka, Leavenworth, Cameron MO, Falls City NE	Medical, Shopping	Weekdays 8:00 AM to 5:00 PM , Flexible to meet medical and longer trips	Monday 9 Tuesday 5 Wednesday 9 Thursday 7 Friday 9	20%	$7 RT local (20-mile radius), $25 RT if more than 20-miles	Drivers are responsible for maintenance, External Providers based on vehicle and KDOT guidelines	1 FT driver, 5 PT drivers - 3 of which dispatch, 1 FT admin/driver	Call driver cell phones. Cancellations are asked to pay if no show	No experience with coordination. All needs are satisfied. Just 1 lift van can sometimes be an issue.	Distance	Need local economic development. Need to travel long distances.	Very well served. Nothing different needs to be done.	Haven't heard anything. Have heard that the combination of urban/local can be bad. Would support coordination/pooling of resources with other rural agencies.
Project Concern	6,339	19,742	$46,975.67	$2.38	$7.41	3.11	Earline Southard	913/367-4655	Atchison County. Farthest destination = 30-40 miles.	Shopping, Medical, Work.	Weekdays 7:00 AM to 4:00 PM	Weekdays - 40/day	30%	$2 RT & based on what clients can afford.	Follow manufacturer criteria. Off-site maintenance.	21 FT Admin/driver, 2 PT drivers, 1 relief driver, 1 FT Site manger/dispatch	24-hour advance notice. Cancellations at least 2 hours in advance. 2 no-shows require payment of 3rd no-show.	No experience with coordination. Demand for Sunday service.	Geography - too rural.	No ideas.	No ideas.	No.
Jefferson County Service Organization	4,845	87,530	$75,294.97	$0.86	$15.54	18.07	Lynn Luck	785/863-2637	Jefferson County. Farthest destination is Kansas City MO	85-90% Medical, 10-15% Shopping,& Employment	Weekdays 8:00 AM to 4:00 PM	Weekdays - 30/day	85-90%	Suggested donation. Cost = $.50/mile.	Follow manufacturer criteria. Pre- and post- trip inspection, off-site maintenance.	11 PT drivers, 1 FT Director/Dispatch, 1 FT Admin/Dispatch	No requested notification time. Respond to calls on the fly. Will call drivers on cell or at home. 3 no-shows = no service.	No experience with coordination. All demand being met.	Rural and Dispersed geography.	Not sure	Good service already.	Don't know of any.
Nemaha County Transit	12,248	32,838	$81,098.96	$2.47	$6.62	2.68	Fern Odum	785/336-3091	Nemaha County. On rare occasion, outside of Nemaha County to Marysville, Hiawatha or Topeka.	Medical (40%), Shopping, Recreational, Training, any purpose.	Weekdays 8:00 AM to 4:30 PM	60-70/Weekday	50-70%	$1 for up to 3 stops. $.25/mile out of county with a minimum of $5.	Pre- and post- trip inspection, routine off-site maintenance based on KDOT guidelines. Some minor maintenance done by the county shop.	1 FT Drivers plus 2 PT drivers, and 1 substitute driver, 1 FT director. Dispatch covered by county nutrition staff.	24-hour advance preferred but not required. Request by 8 AM for morning ride or by noon for afternoon ride. Cancelation policy - 3 no-shows receive warning letter. One more no-show = 1 month suspension.	On rare occasions, will work with other providers to accommodate an out-of-county request (such as to Leavenworth).	Jurisdictional, "Territorial" and Funding		Could provide additional services with more funding, such as Sunday or weekend service.	
Leavenworth County COA	13,541	79,983	$184,610.62	$2.31	$13.63	5.91	Laura Elkins	913/684-0782	Leavenworth County	Medical, work, any purpose	Mon-Fri, 6:30 AM to 3:00 PM	90/Weekday	85%	$2/trip within Leavenworth, Lansing & Ft. Leavenworth, $3/trip immediate rural area, $7.50/trip further out, and $10/trip southern county	Pre and post inspections. Off-site maintenance based on manufacturer's guidelines	3 FT drivers, 2 PT drivers, 5 PT intermittent drivers, 4 additional PT drivers as needed, 2 FT dispatchers and 1 FT supervisor	1 business day prior by 2:30 PM and as schedule permits. Cancellations by 1 hour ins advance of pick-up time. 2 no-shows = warning letter, then no shows are charged for 30 days. If no-shows continue, suspension (never has taken place).	No Experience	Funding, Jurisdictional, Policy, Regulatory	Funding issues	Longer hours including evenings and Saturdays.	
Prairie Band Potawatomi Nation	2,911	47,508	$51,296.34	$1.08	$17.62	16.32	Celeste Weber	785/966-2737	Shawnee and Jackson Counties and Potawatomie Reservation.	Medical, shopping, education, employment	Monday – Friday 8:00 AM -4:30 PM	35-40/weekday	100%	$1.30 for out of area, $.70 for out of area Seniors, $.45 for local Seniors	Pre- trip and post- trip inspections. FT mechanic on duty	8 - coordinator, assistant dispatch/scheduler, 3 FT drivers, 1 PT driver and mechanic	First come, first served, drivers are dispatched based on availability and location. One dispatcher. Cancellations one hour before pick-up.	N/A	Funding and Policies	Additional funding	Expansion	
City of Bonner Springs	8,037	27,278	$62,761.67	$2.30	$7.81	3.39	Rita Hoag	913/667-1716	Western Wyandotte County, Bonner Springs and for Special Trips within a fifty mile radius	Doctor's offices, shopping (food and other), personal needs, restaurants, museums, recreation activities, social, education, nutrition, banks and cultural	Weekdays 8:30 AM to 4:30 PM	60/Weekday	100%	$2 each way for demand response and $5 each way for our deviated fixed route. Seniors, disabled or persons are limited income are exempt but can make a donation at any time. Use a percentage of total revenue that varies from year to year	Manufacturer's recommended maintenance schedule. One of the drivers provides General Maintenance: clean, wash, check and change oil, change bulbs for lights and turn signals. A local bus company is used for repairs	5 drivers and 1 PT dispatcher	Calls taken by phone for both demand response and fixed deviated route and dispatch with a radio set up on a local government channel with our County Emergency Management Department. One part time dispatcher. Riders call to cancel a trip.	"We provide trips to the Indian Springs area in KCK for riders to coordinate trips with other services to go to areas beyond our service area. We also take residents to the Legends in KCK that they then can use the KCK Bus service to travel to other locations."	Funding is the biggest obstacle.	Funding	"We would like to expand to evening hours and weekend hours but do not have the staff or financial means at this time to support that expansion." Less Mandates.	""Our service in the a limited area in KCK to Indian Springs for residents to use other transportation to locations we do not serve works well."

APPENDIX III: REGIONAL STAKEHOLDER PRIORITY SURVEY RESULTS

Figure 21 Central Region - Stakeholder Priorities Chart

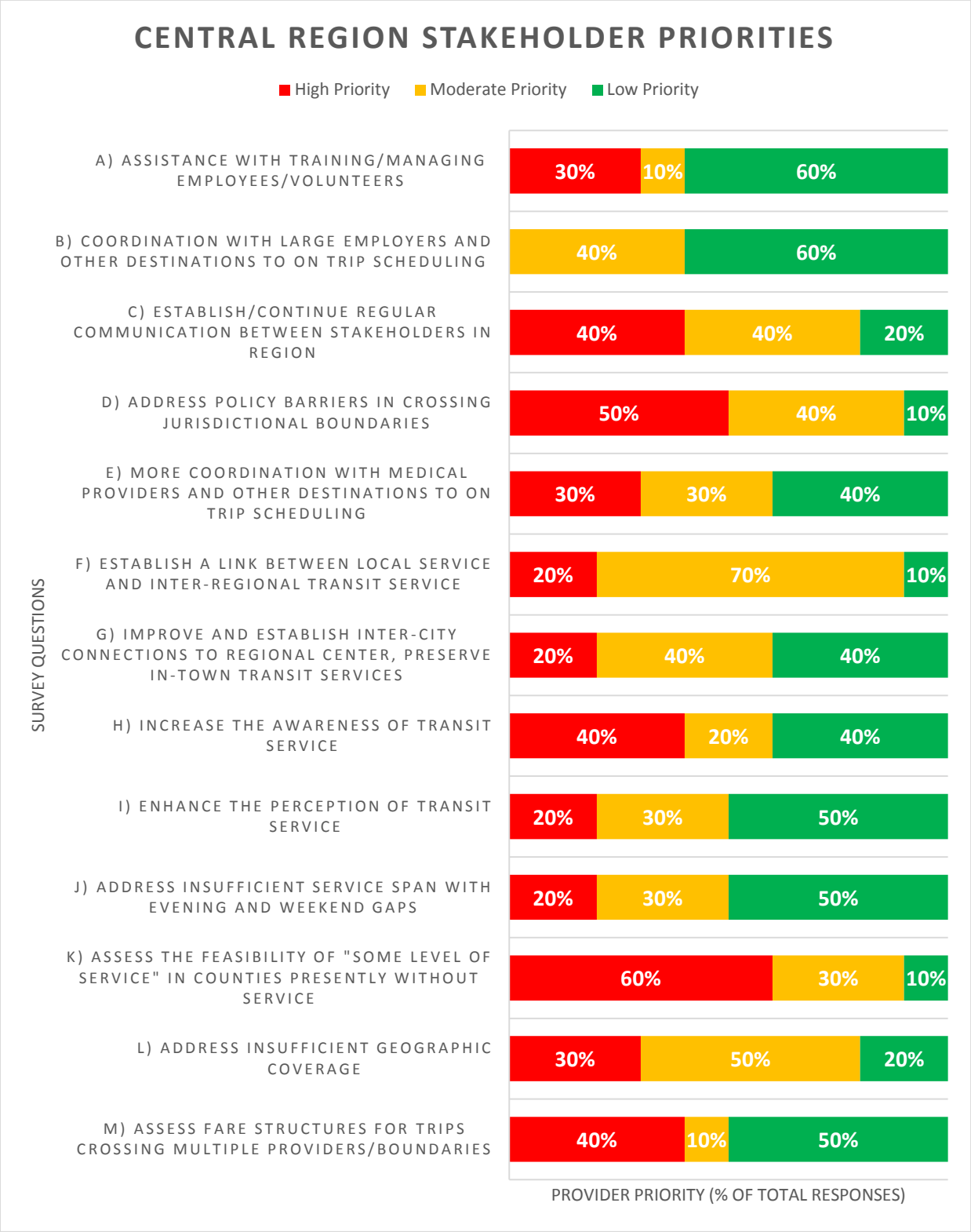


Figure 22 East Central Region - Stakeholder Priorities Chart

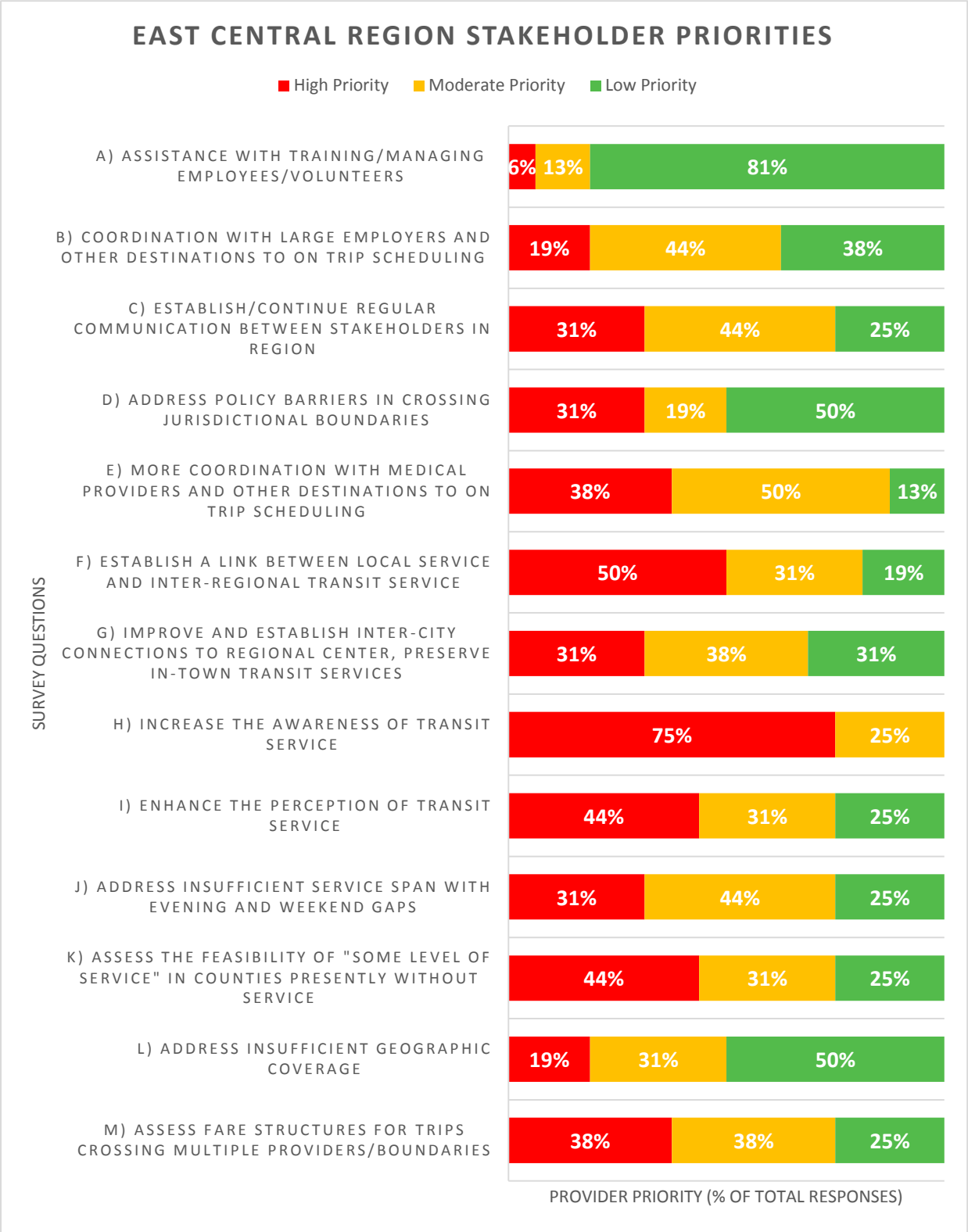


Figure 23 Flint Hills Region - Stakeholder Priorities Chart

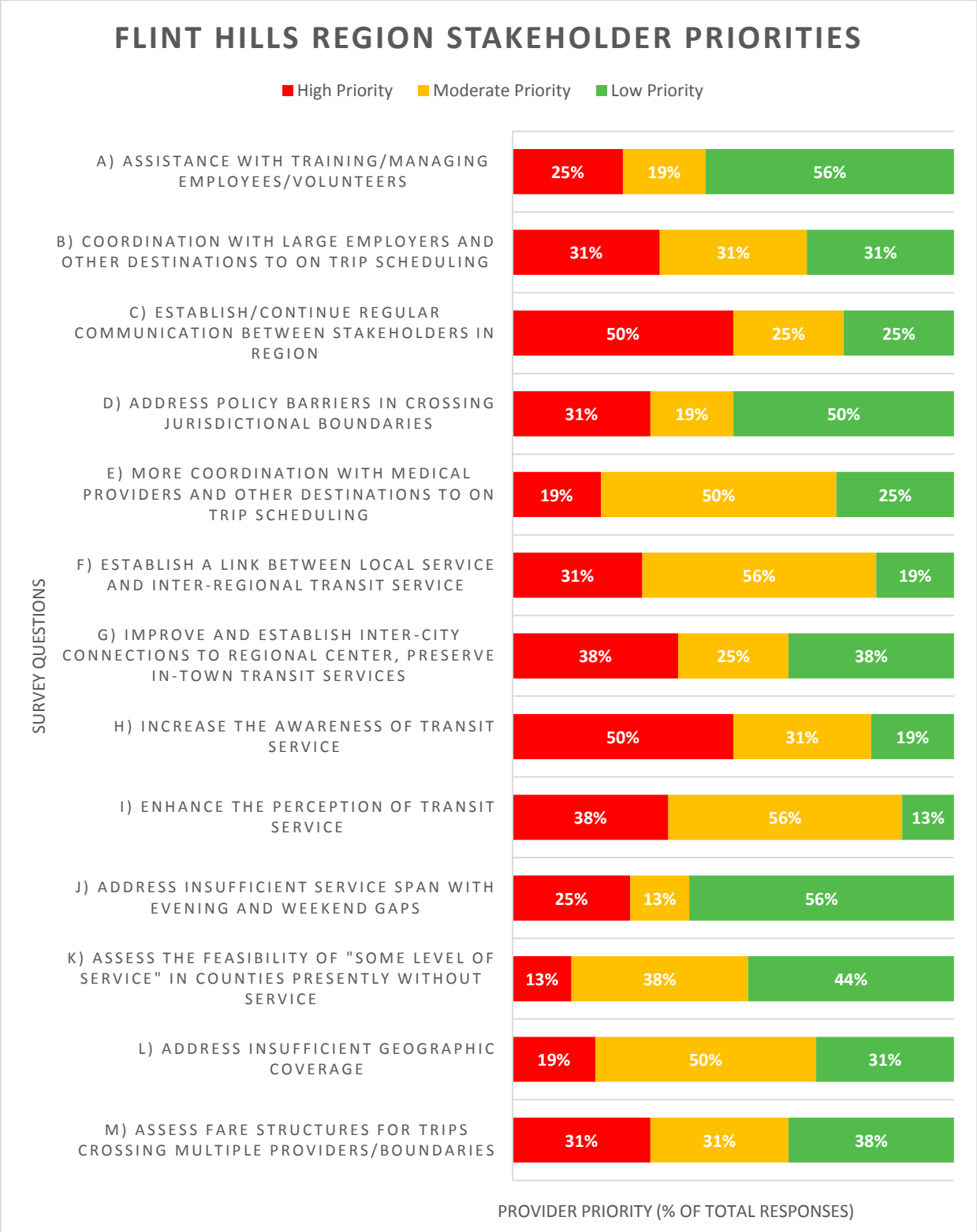


Figure 24 North Central Region - Stakeholder Priorities Chart

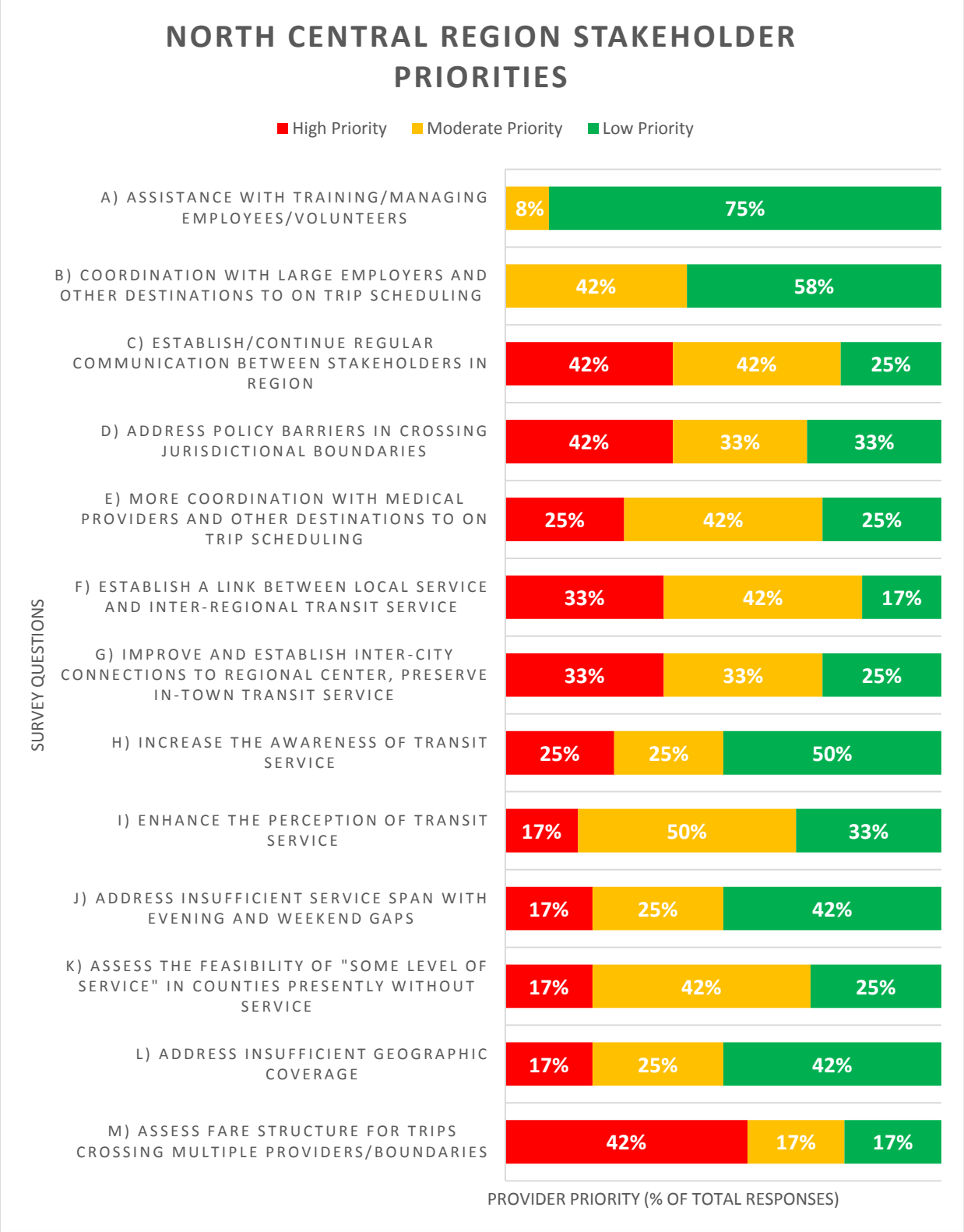


Figure 25 Northeast Region - Stakeholder Priorities Chart

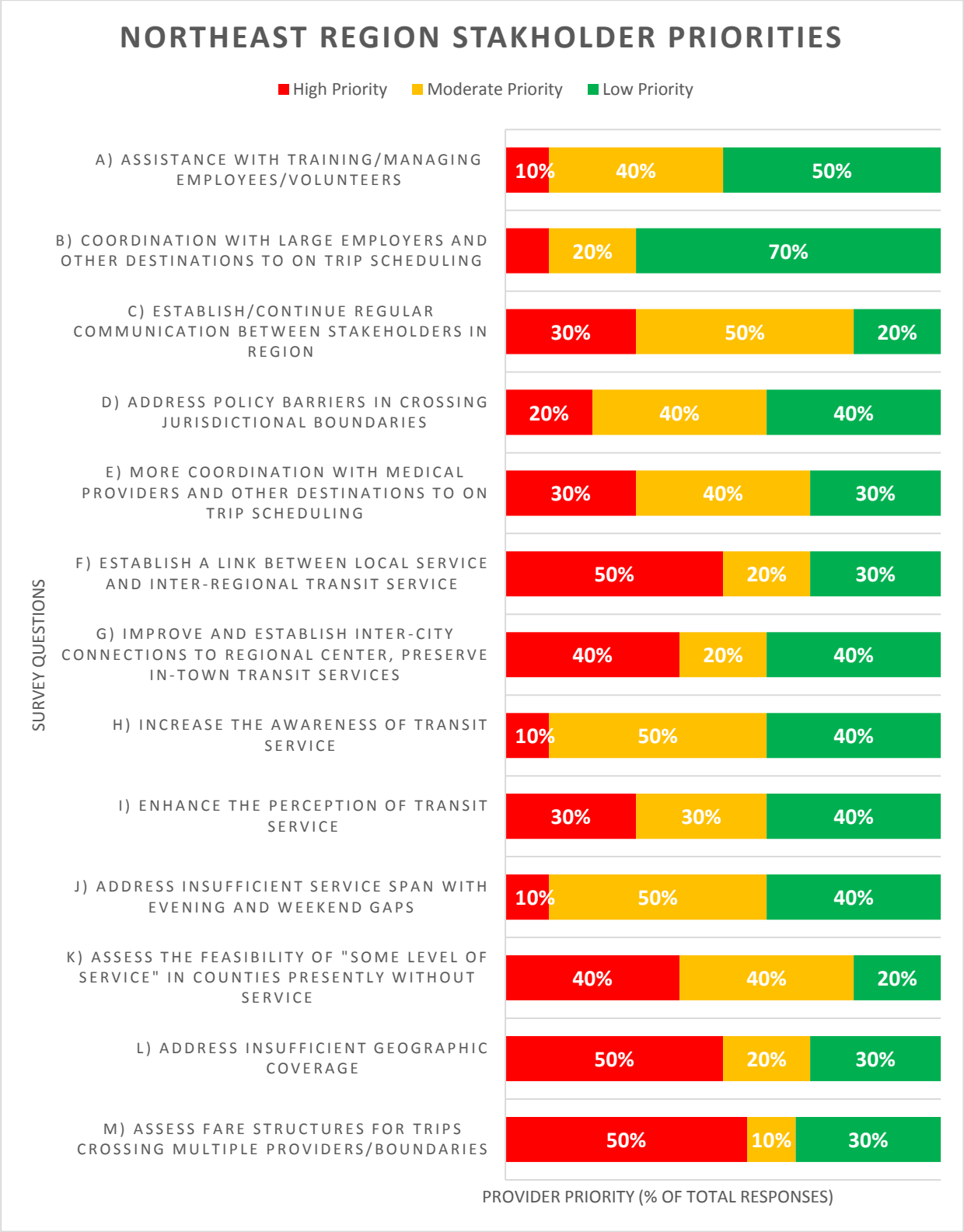


Figure 26 Northwest Region - Stakeholder Priorities Chart

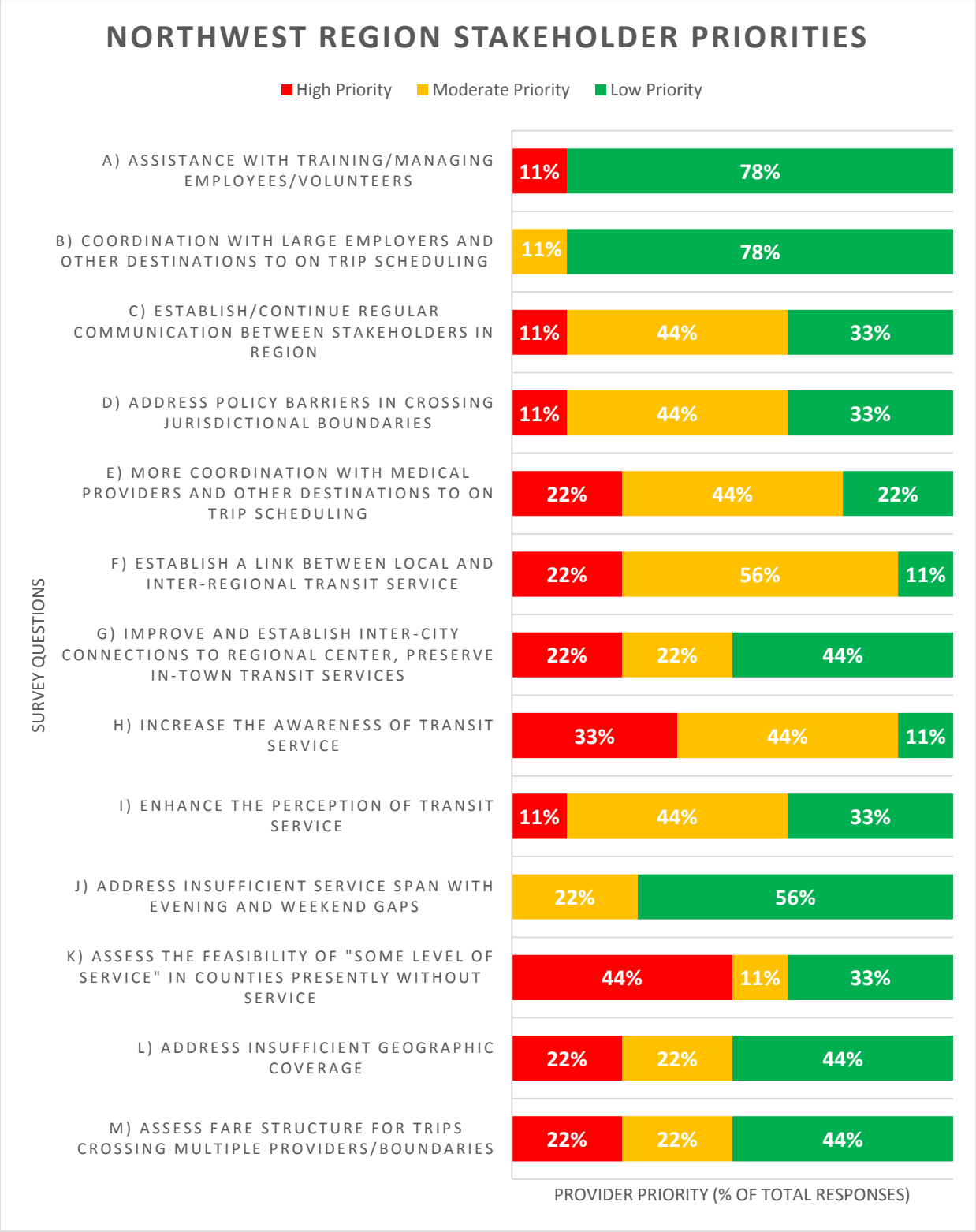


Figure 27 South Central - Stakeholder Priorities Chart

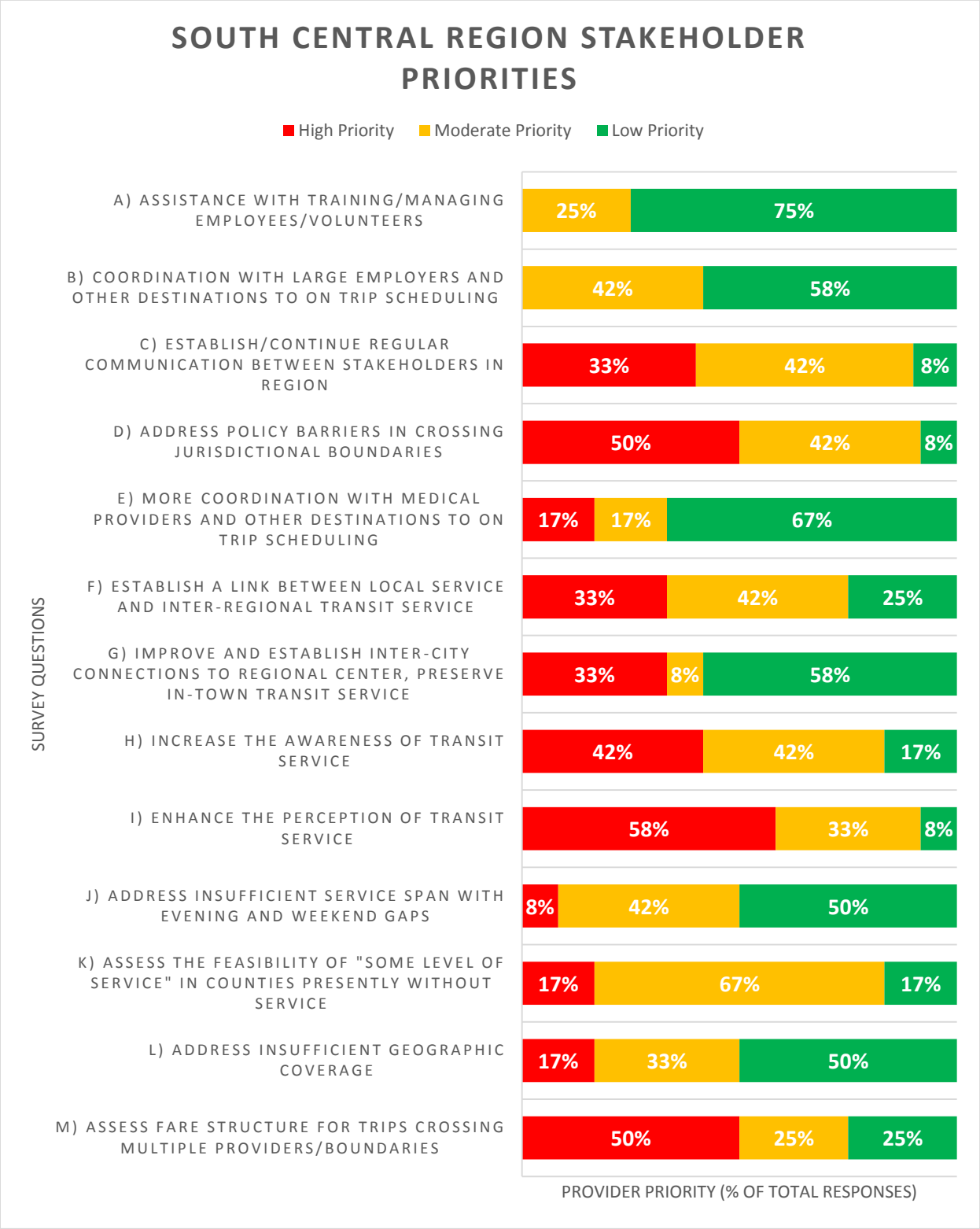


Figure 28 Southeast Region - Stakeholder Priorities Chart

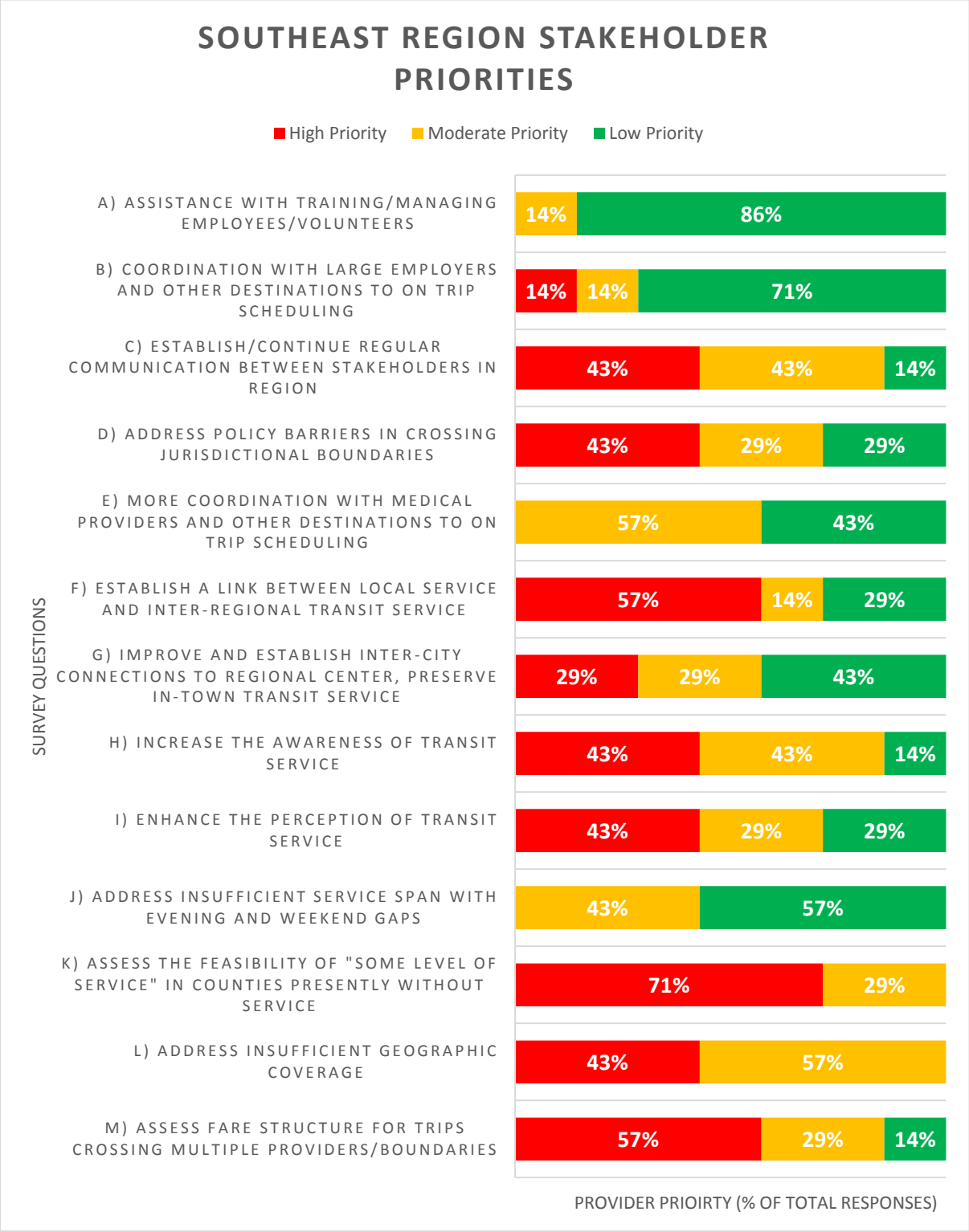
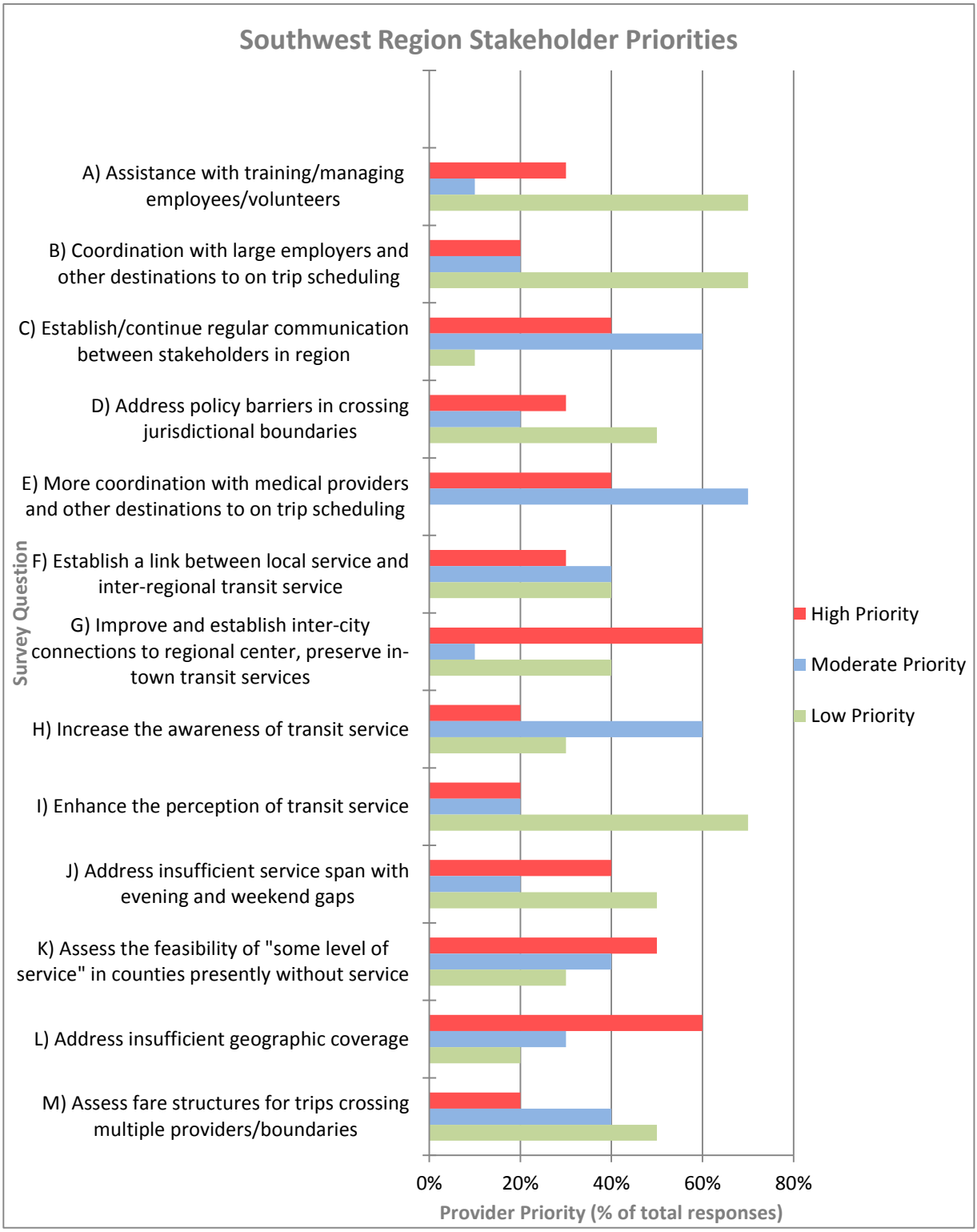
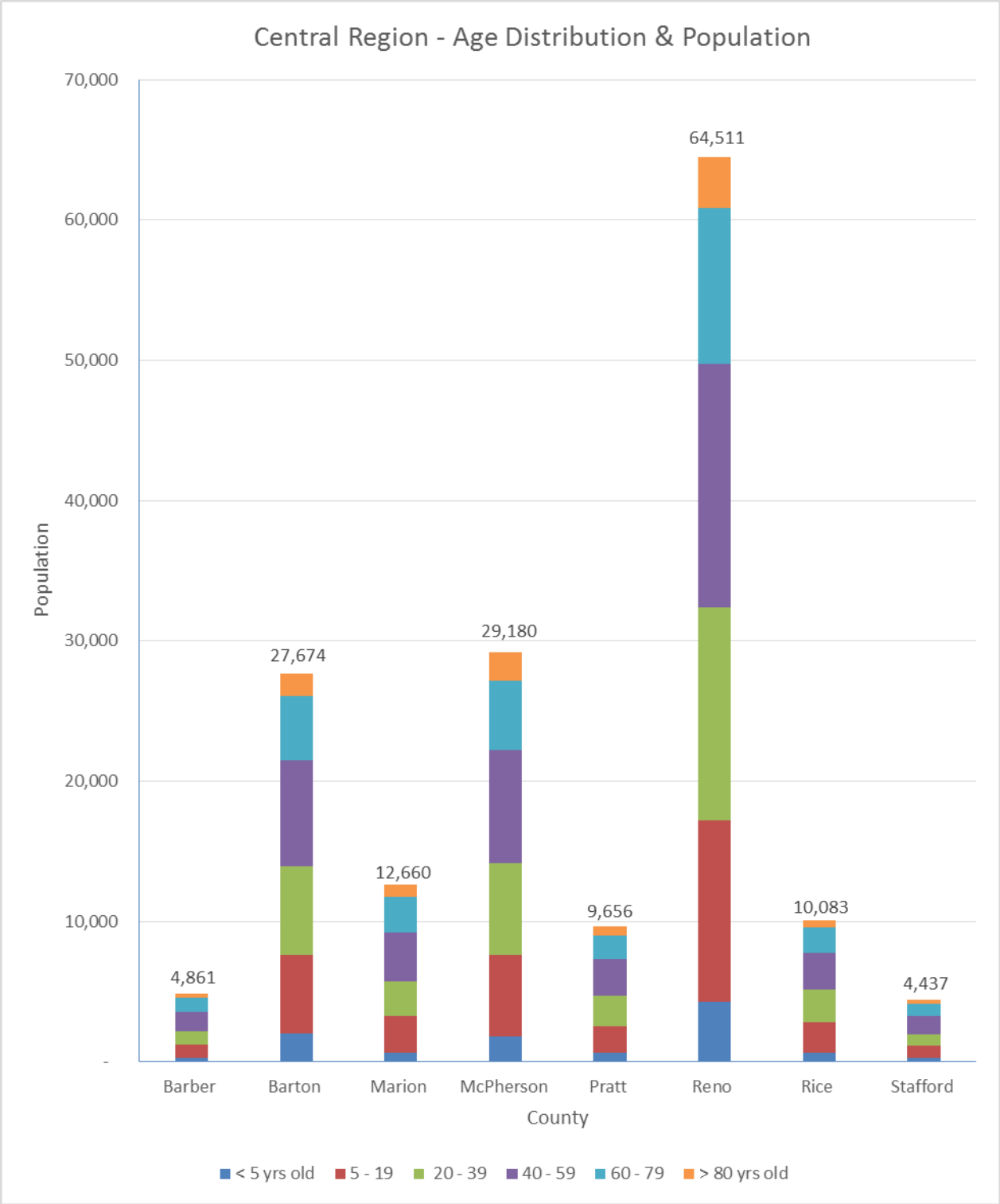


Figure 29 Southwest Region - Stakeholder Priorities Chart



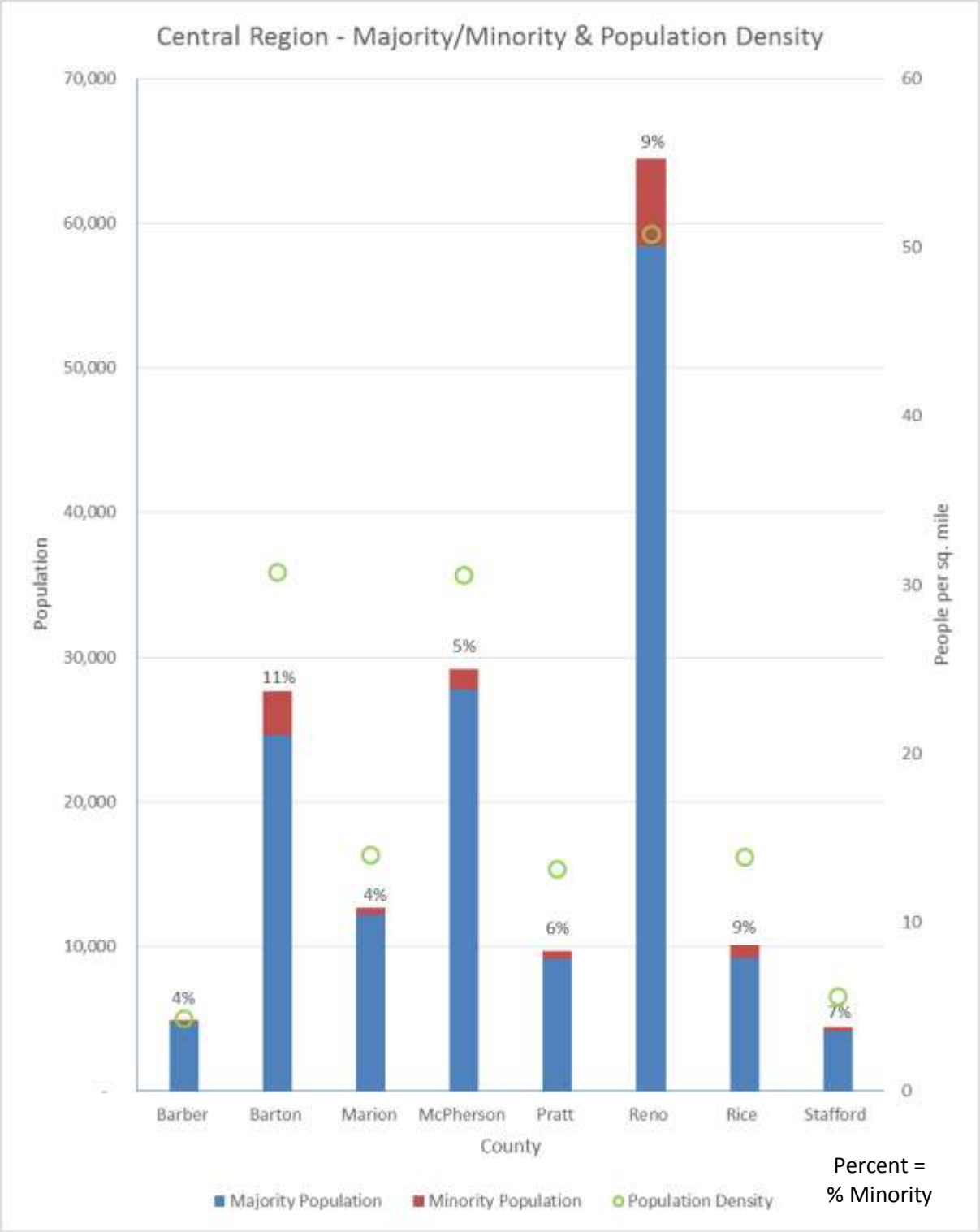
APPENDIX IV: REGIONAL DEMOGRAPHIC DATA – BY COUNTY

Figure 30 Central Region – Age Distribution & Population Chart



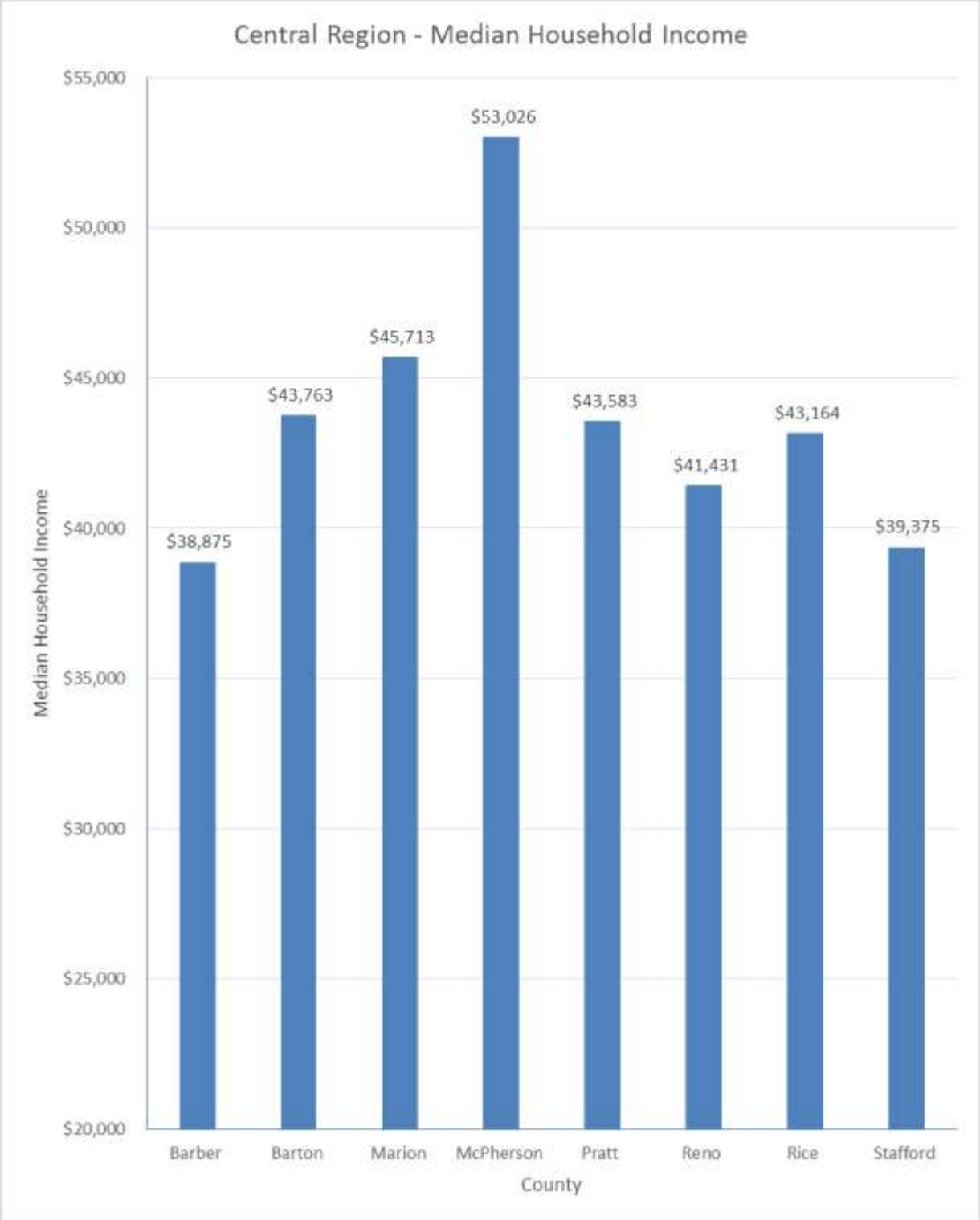
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 31 Central Region – Majority/Minority & Population Density Chart



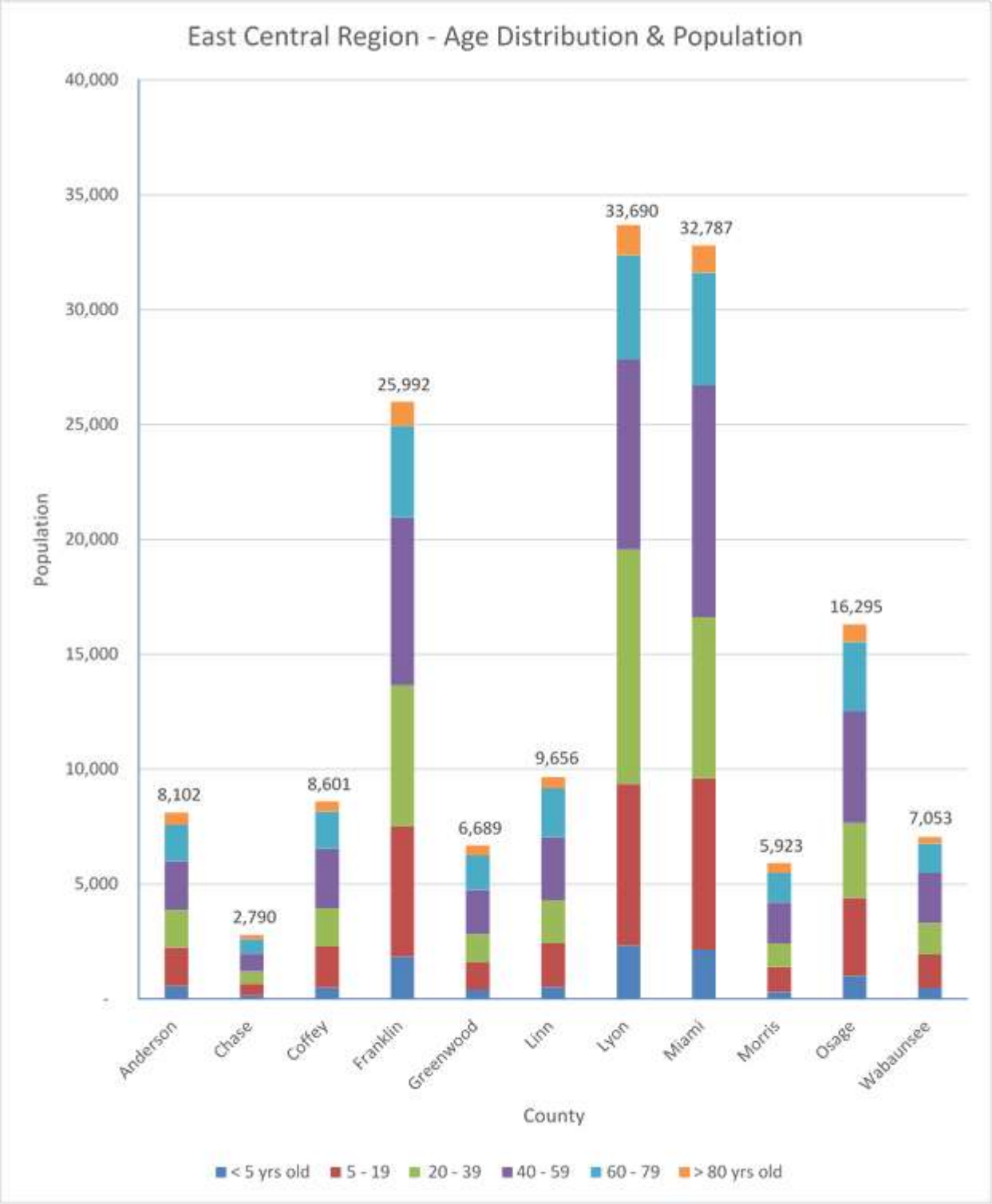
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 32 Central Region – Median Household Income Chart



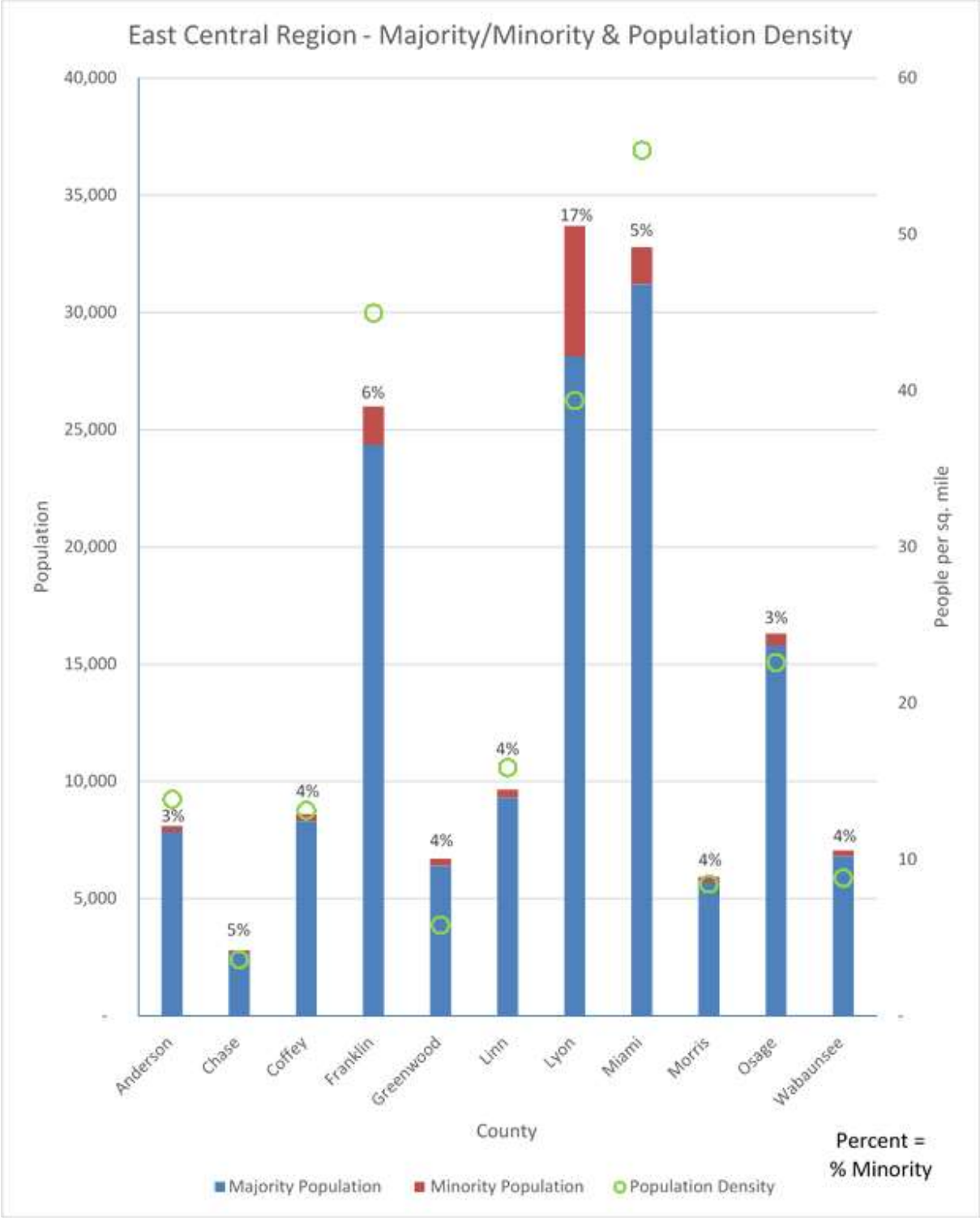
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 33 East Central Region – Age Distribution & Population Chart



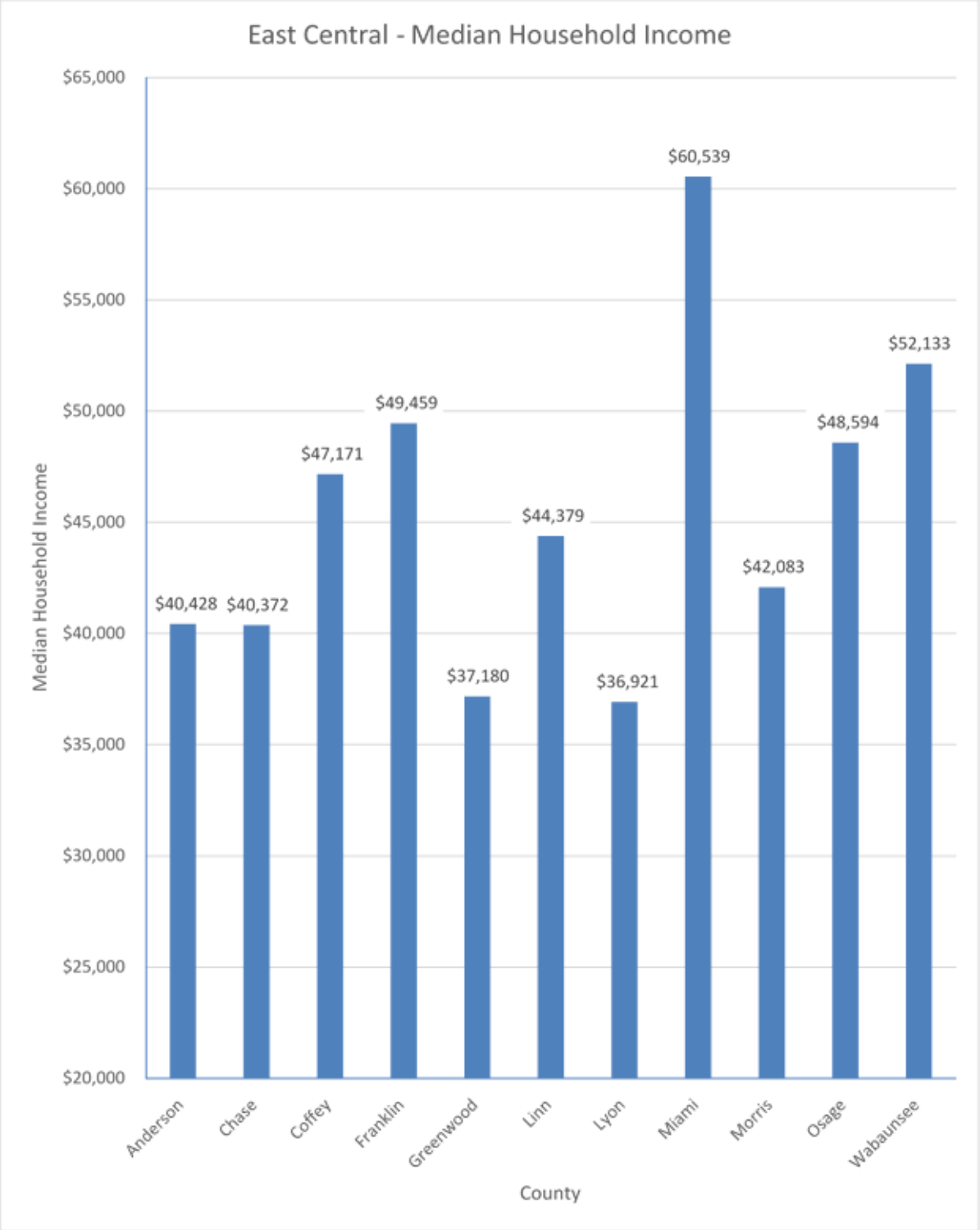
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 34 East Central Region – Majority/Minority & Population Density Chart



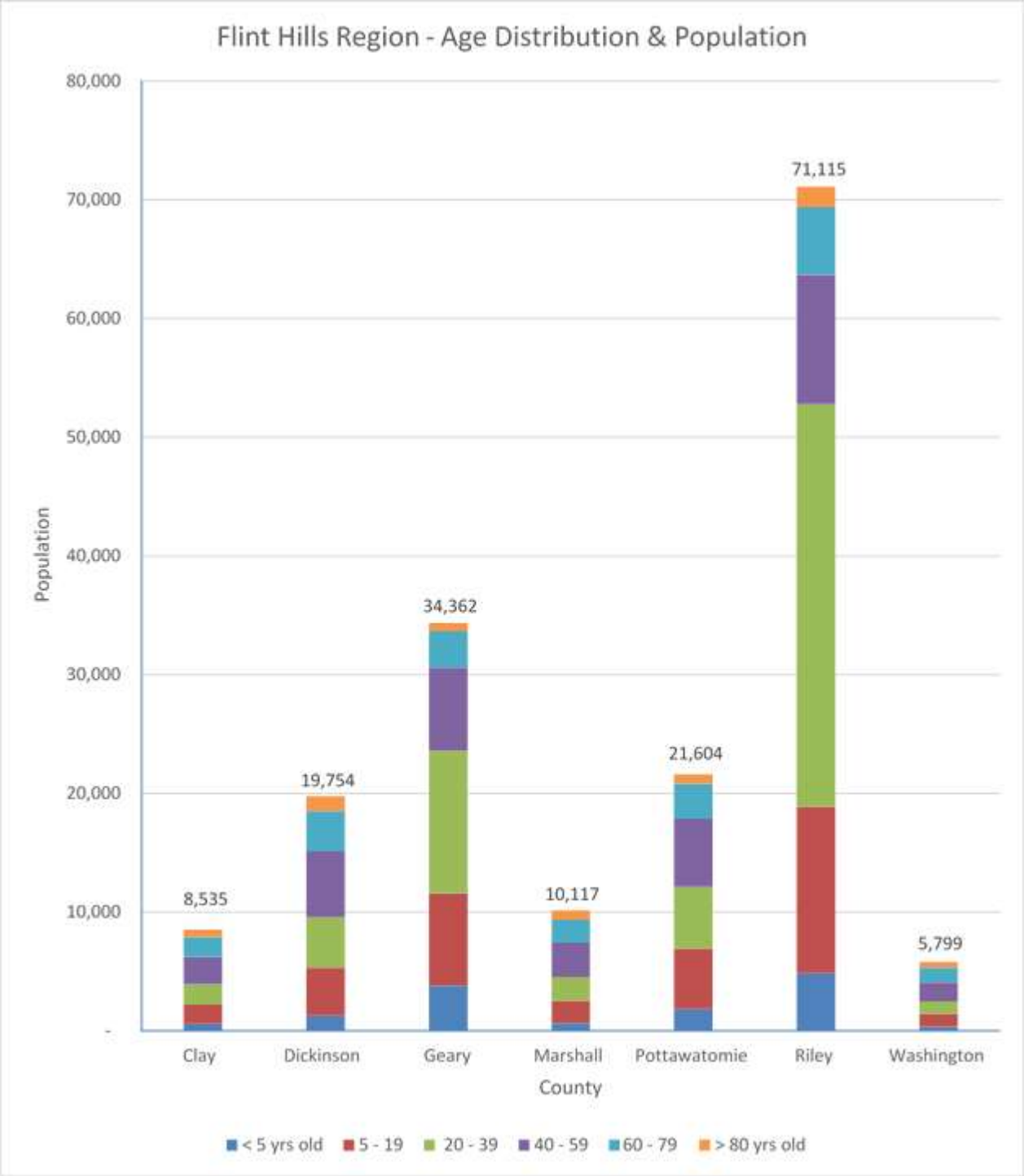
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 35 East Central Region – Median Household Income Chart



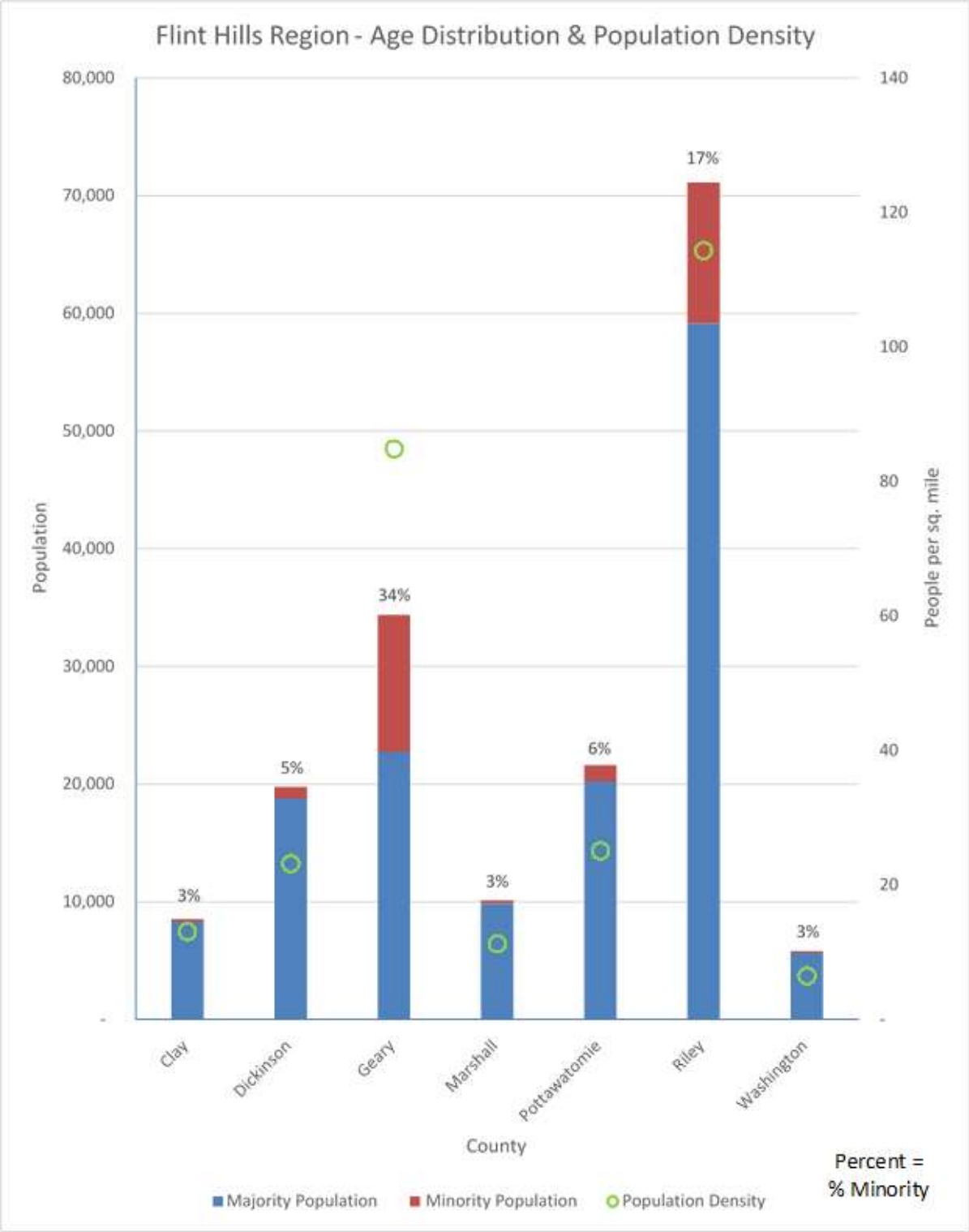
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 36 Flint Hills Region – Age Distribution & Population Chart



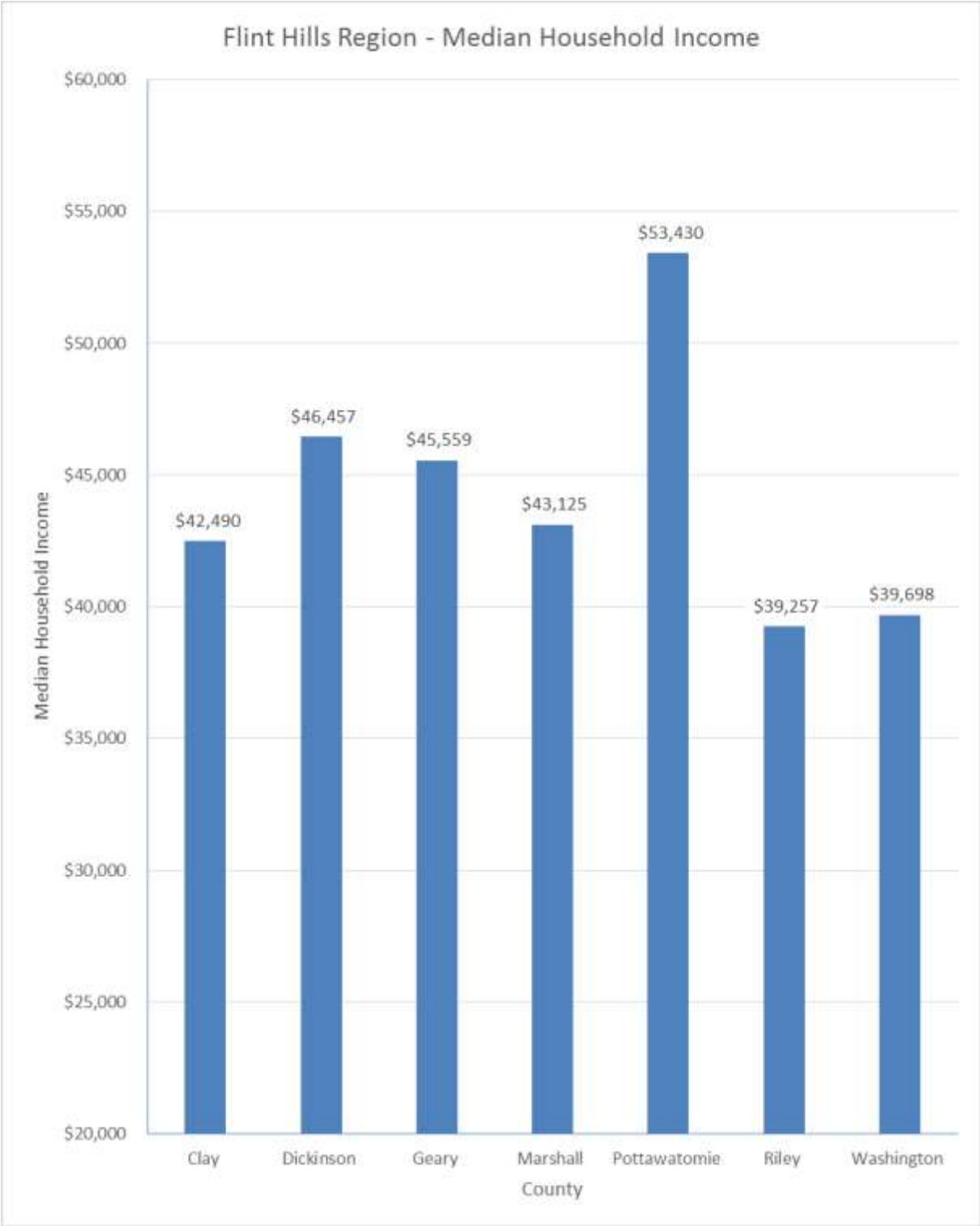
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 37 Flint Hills Region – Age distribution & Population Density Chart



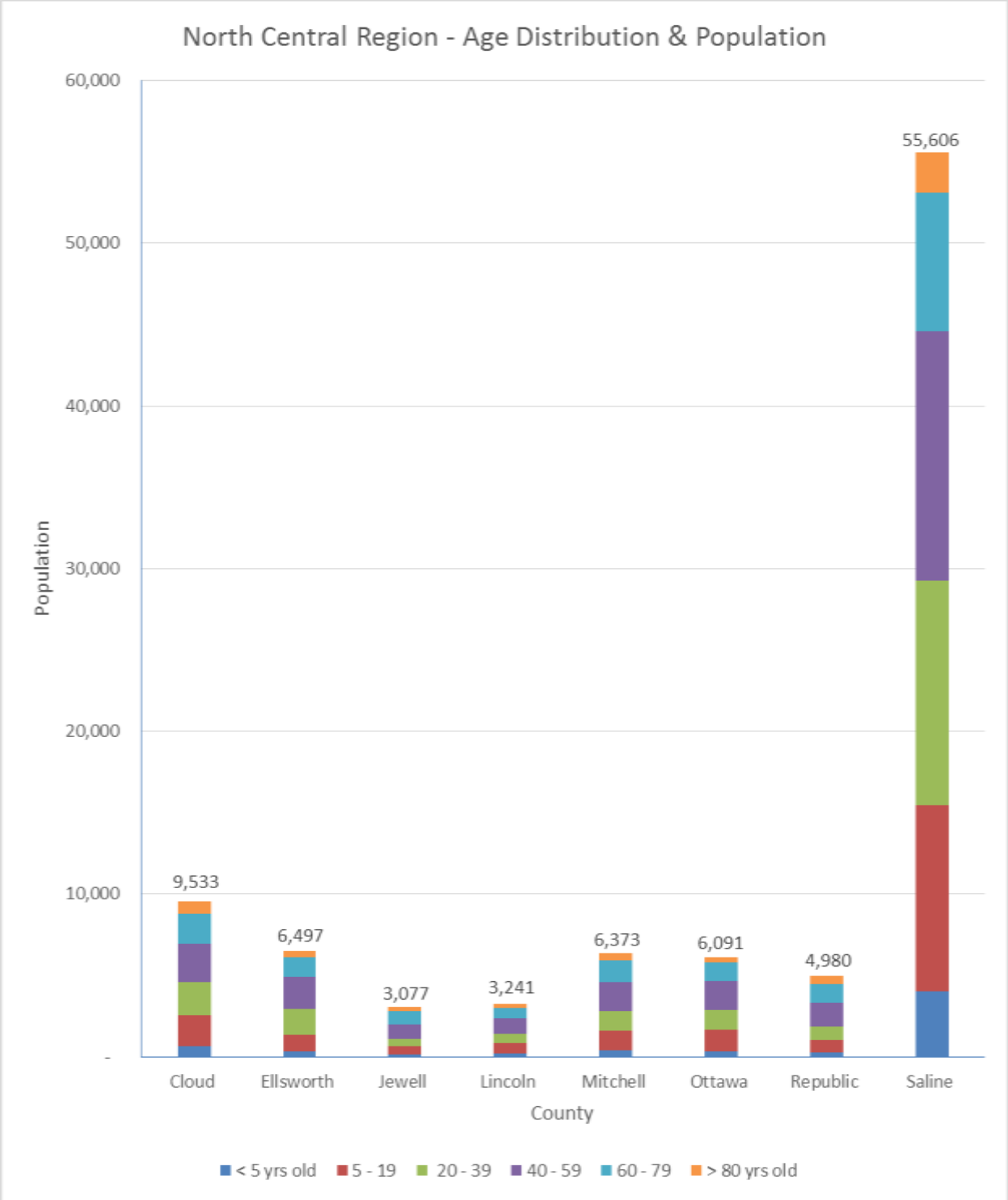
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 38 Flint Hills Region – Median Household Income Chart



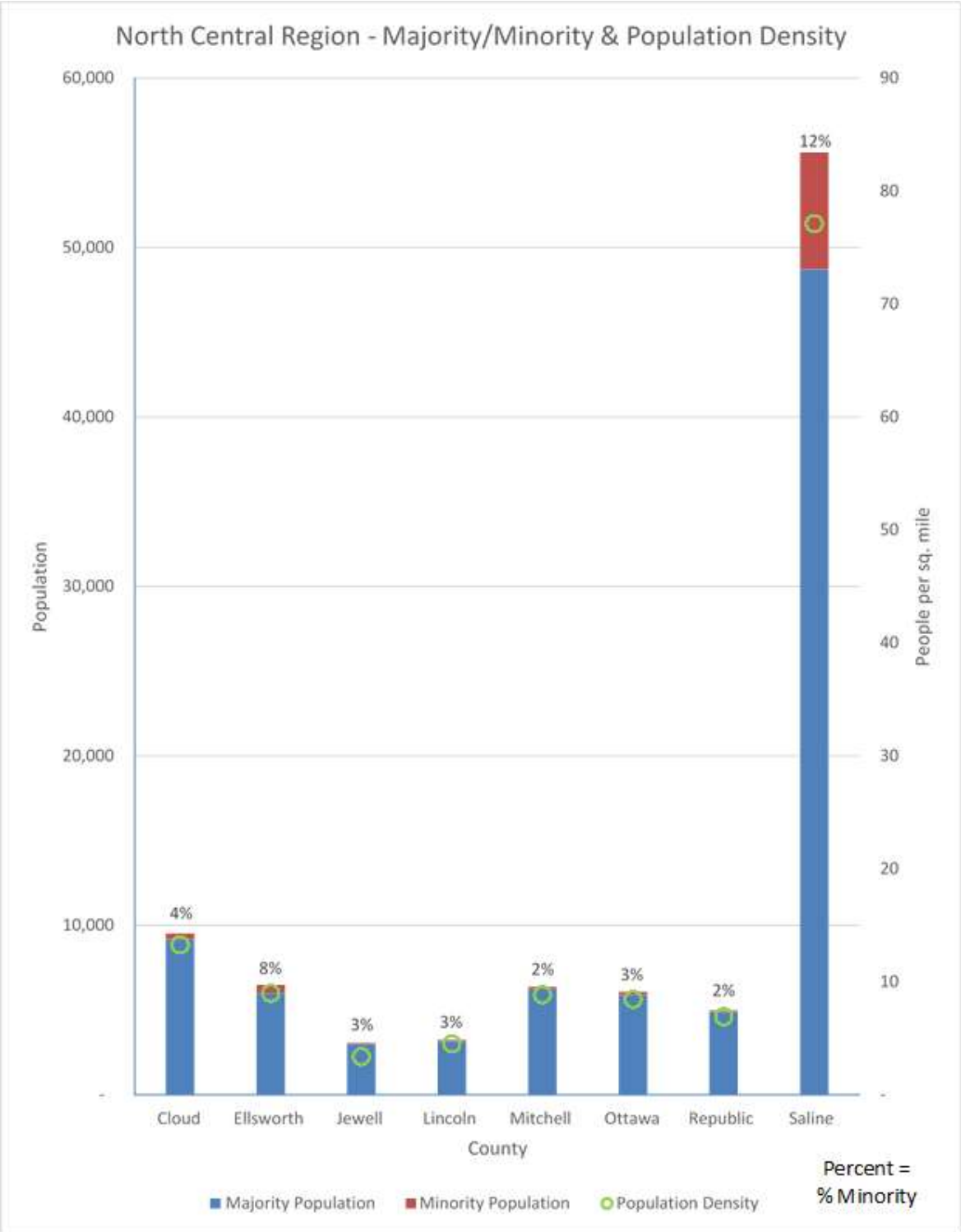
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 39 North Central Region – Age Distribution & Population Chart



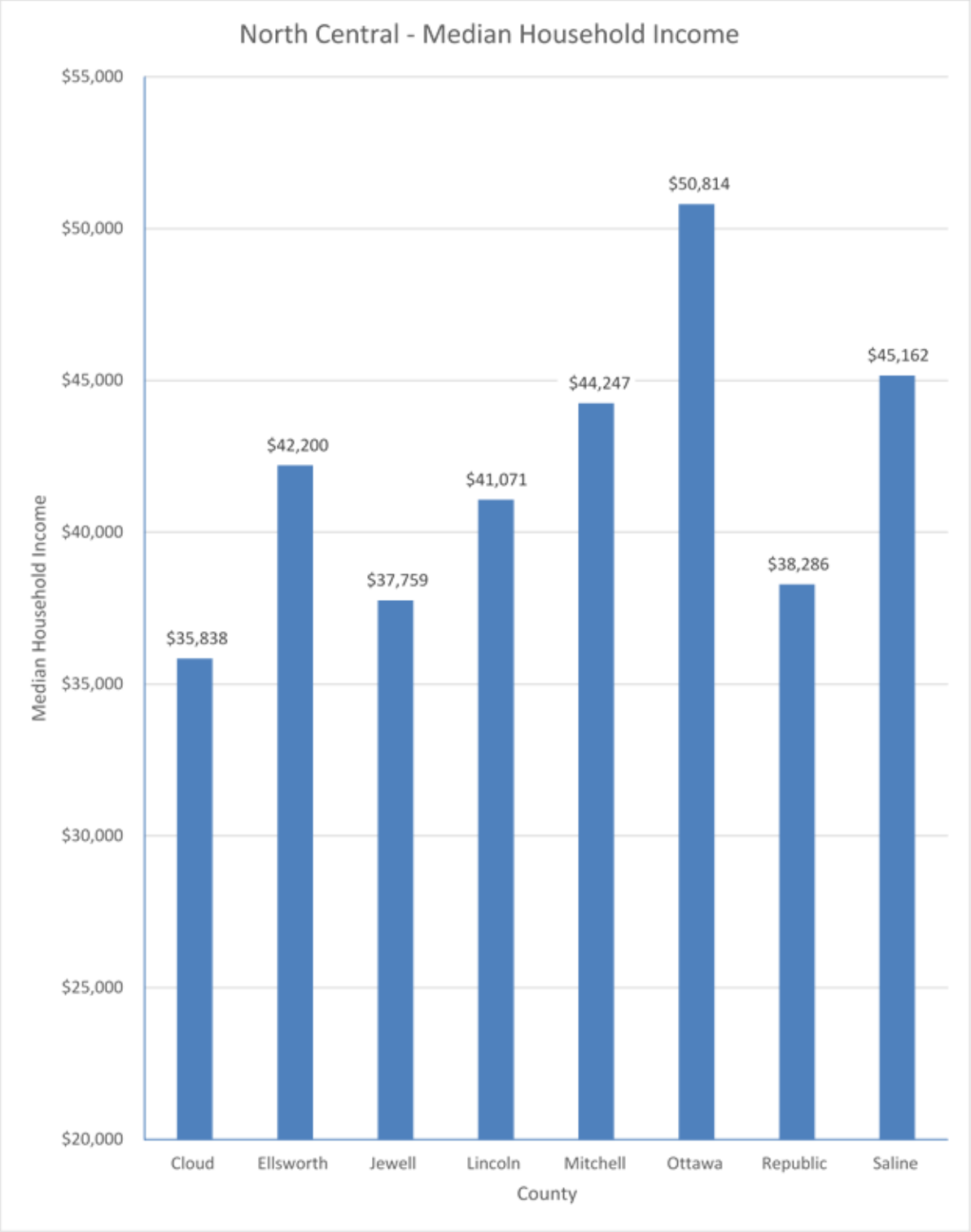
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 40 North Central Region – Majority/Minority & Population Density Chart



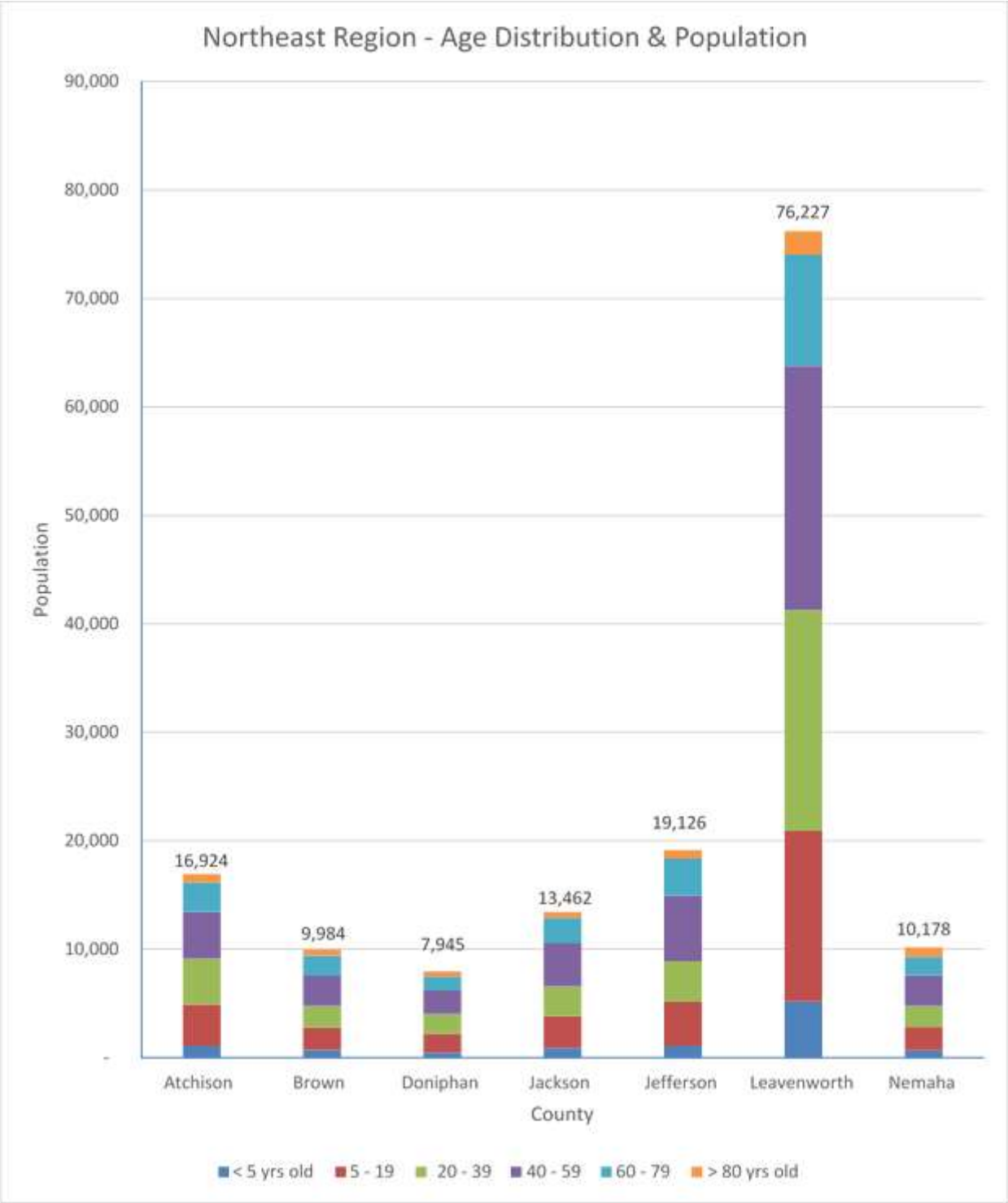
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 41 North Central – Median Household Income Chart



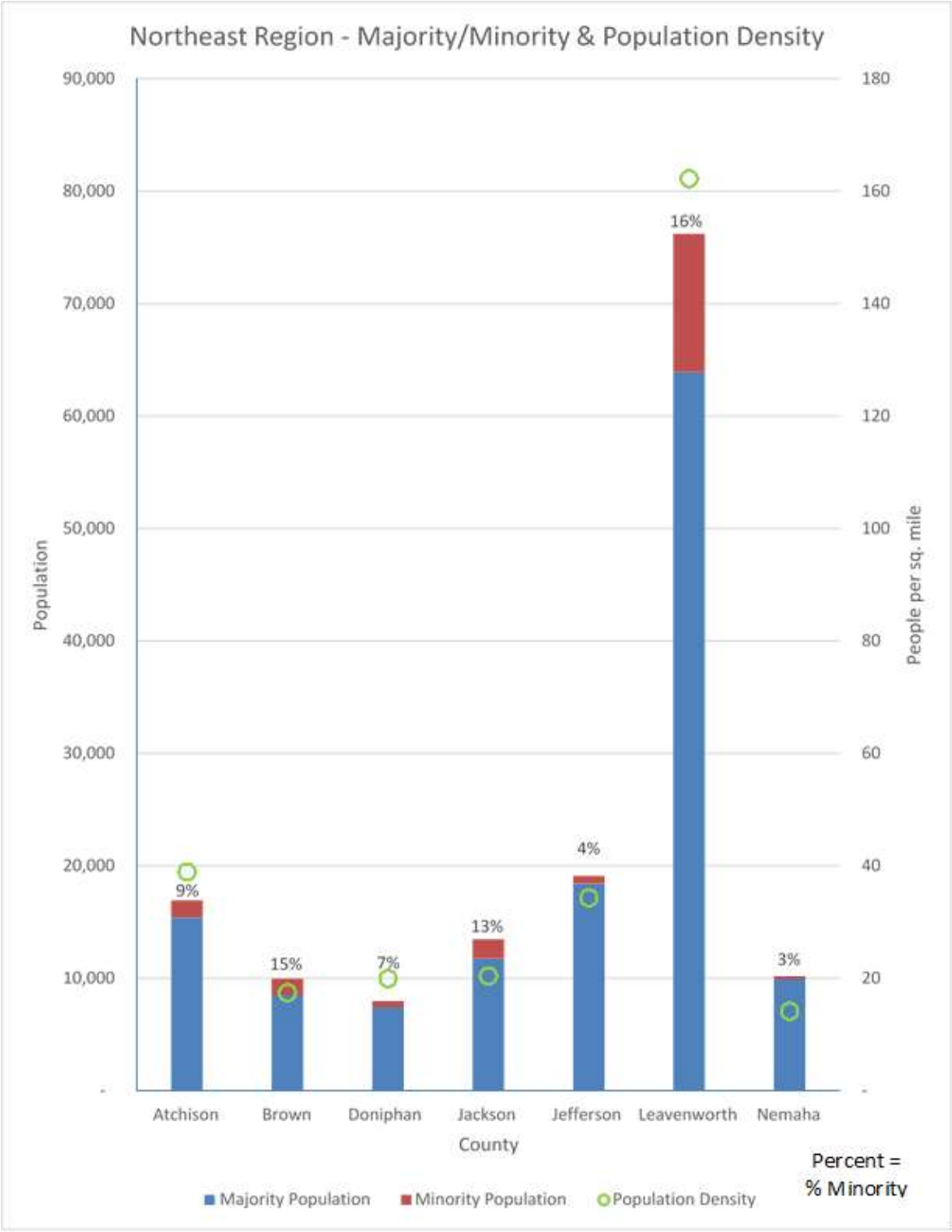
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 42 Northeast Region – Age Distribution & Population Chart



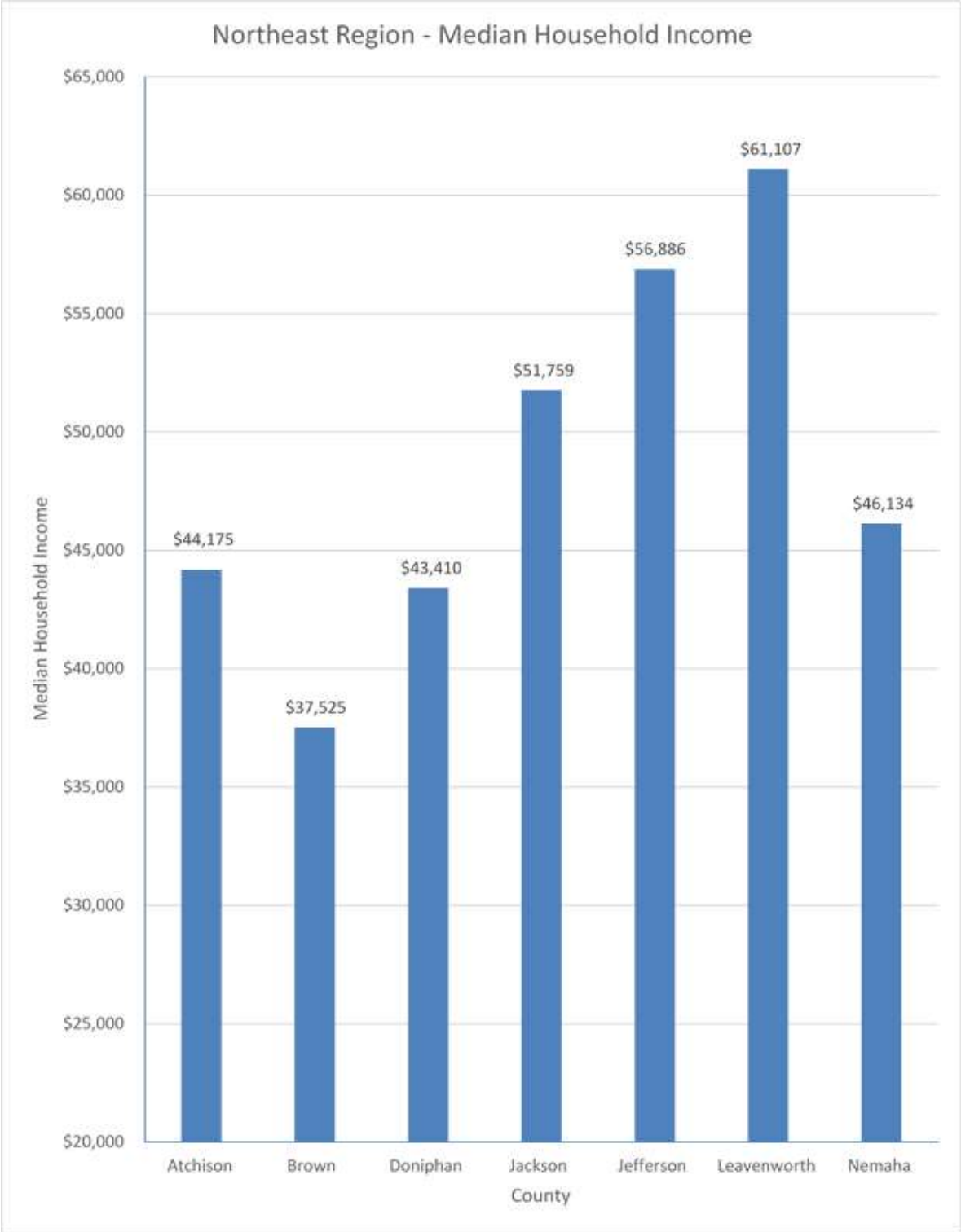
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 43 Northeast Region – Majority/Minority & Population Density Chart



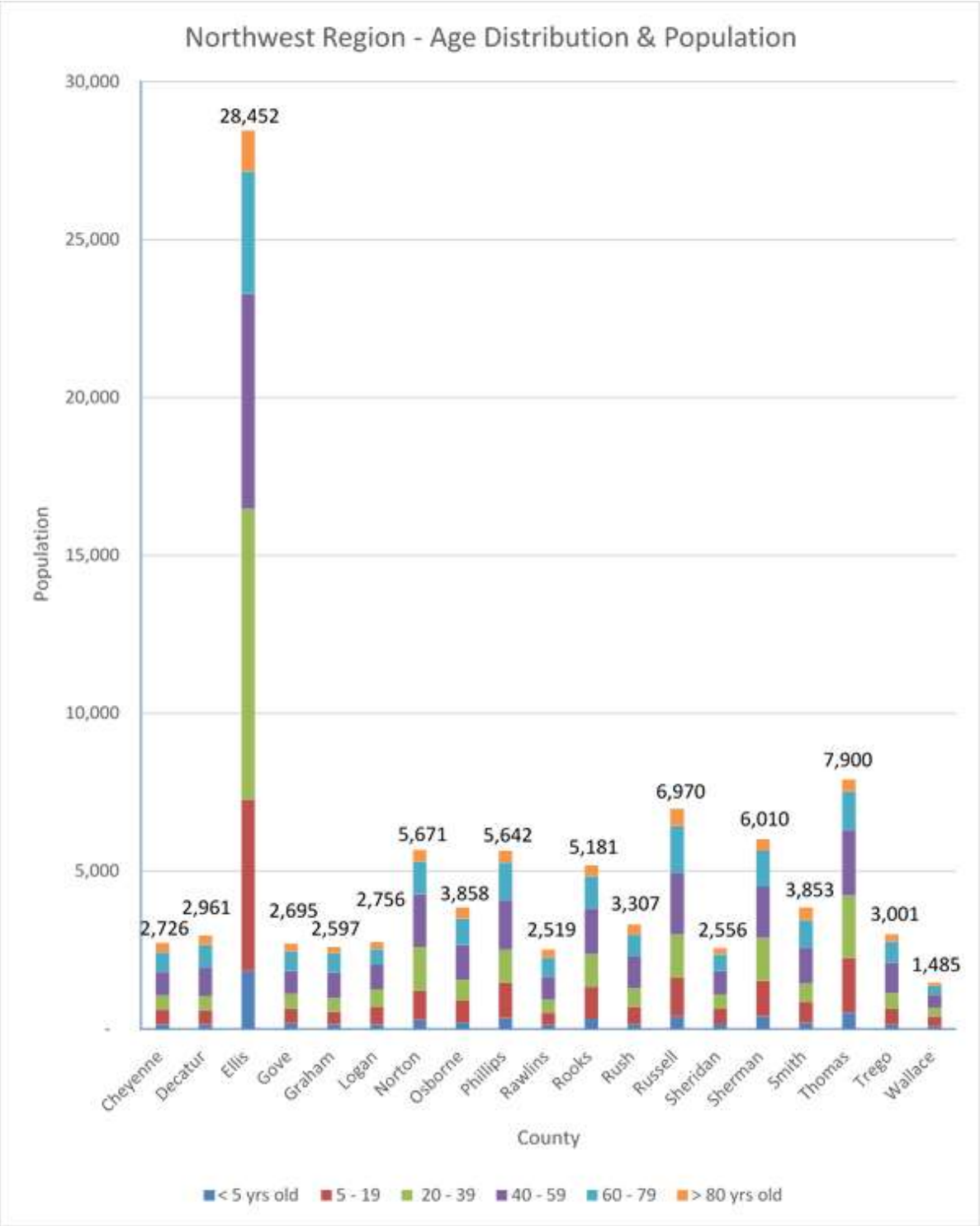
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 44 Northeast Region – Median Household Income Chart



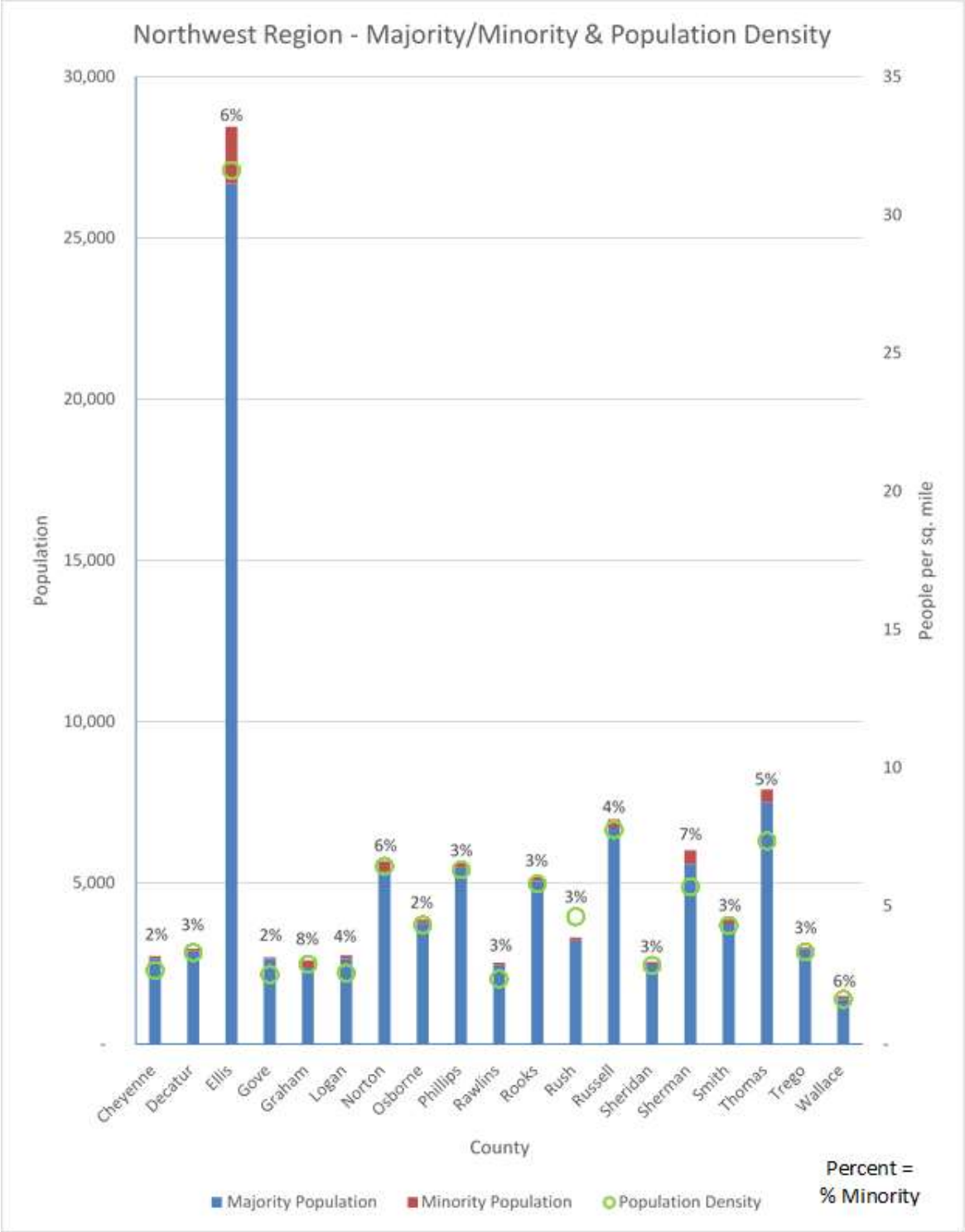
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 45 Northwest Region – Age Distribution & Population Chart



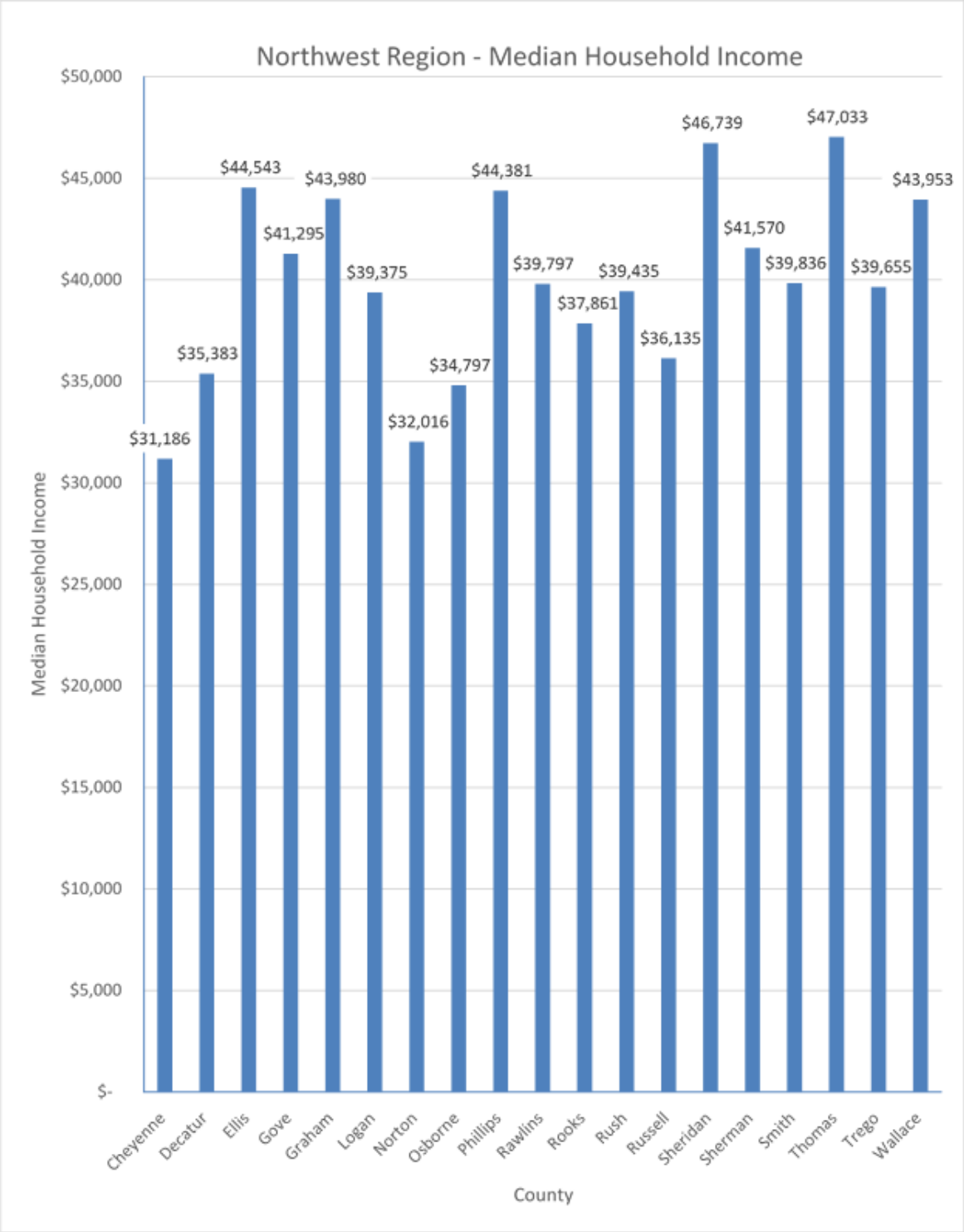
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 46 Northwest Region – Majority/Minority & Population Density Chart



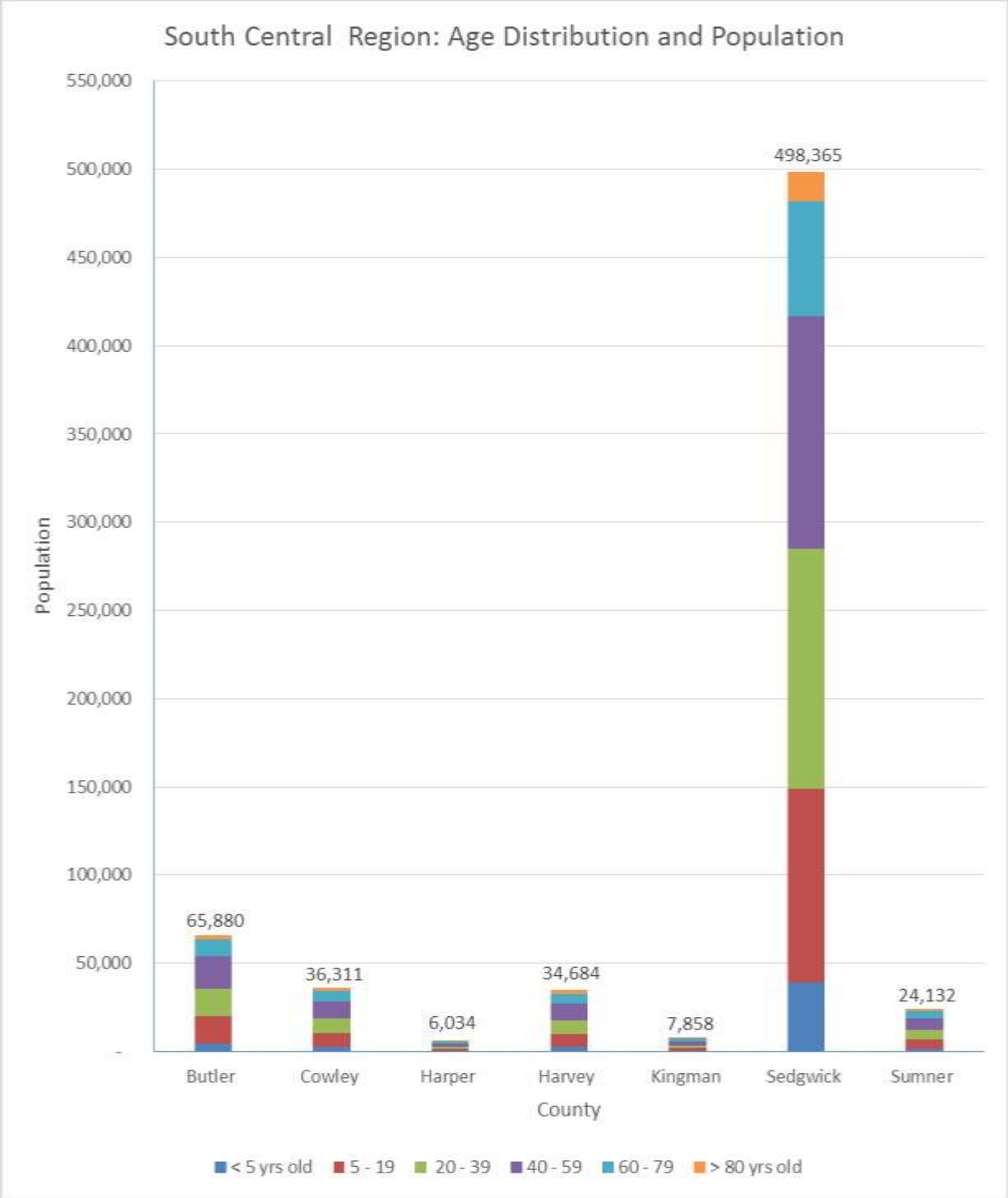
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 47 Northwest Region – Median Household Income Chart



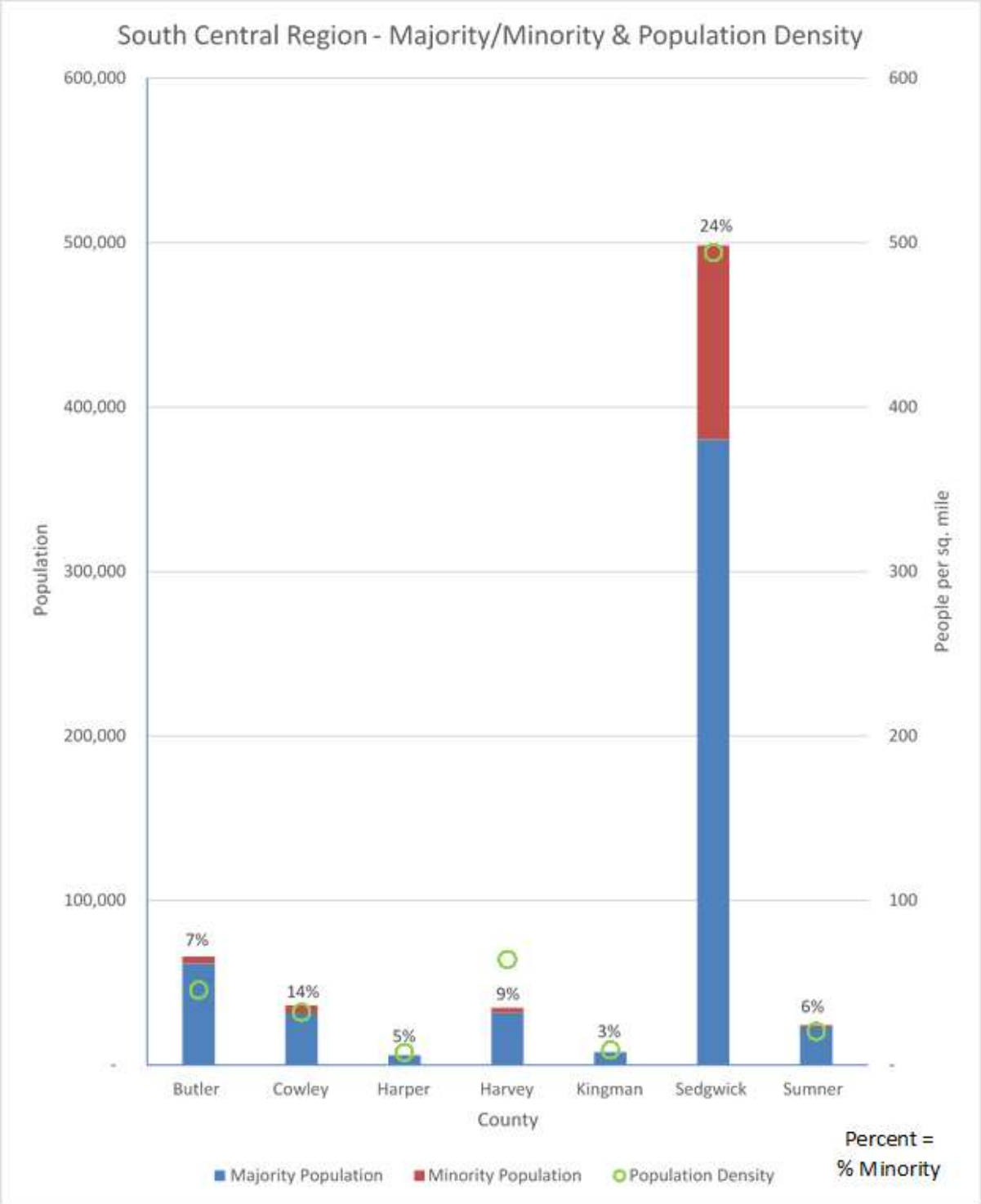
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 48 South Central Region – Age Distribution and Population Chart



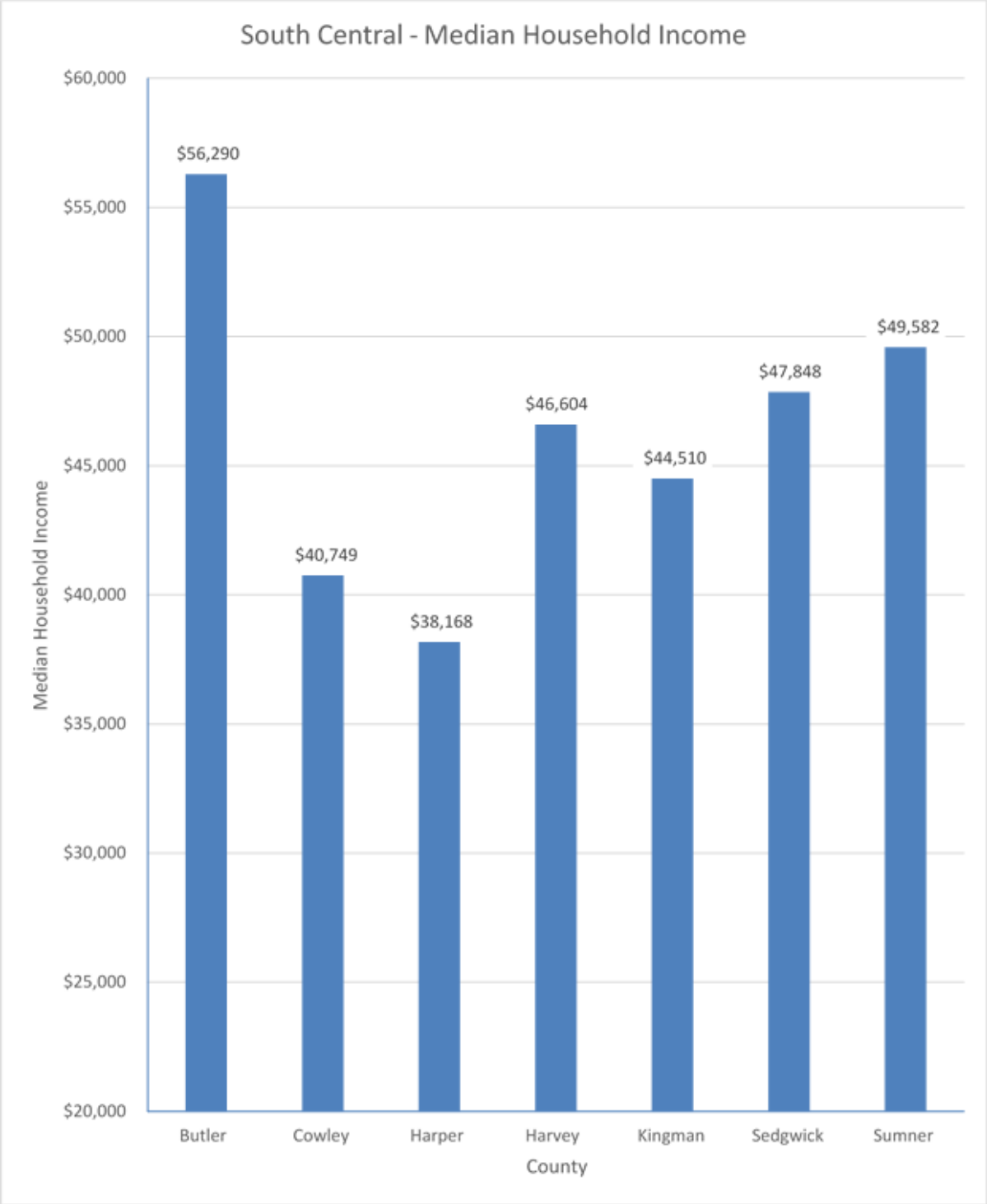
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 49 South Central Region – Majority/Minority & Population Density Chart



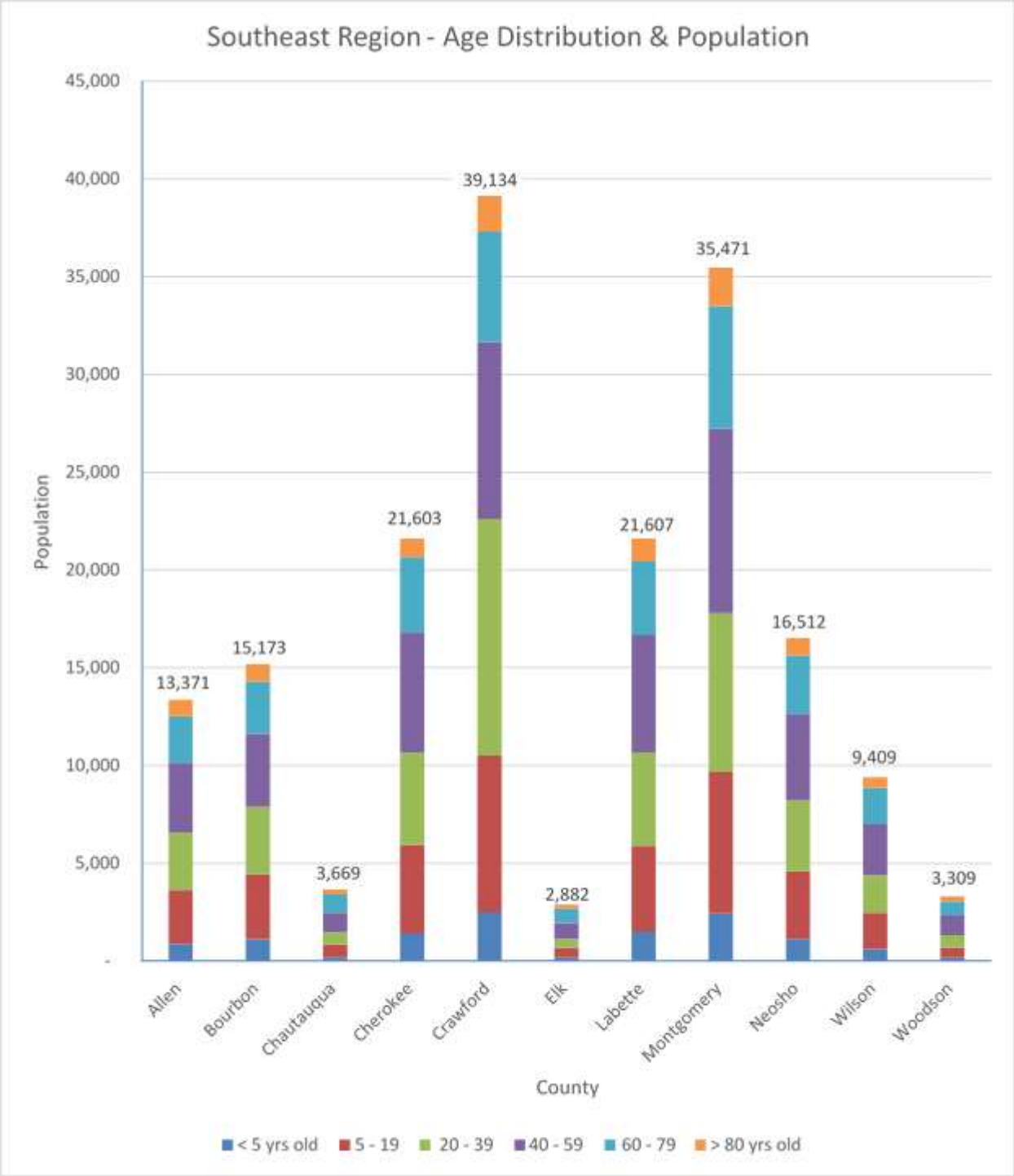
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 50 South Central Region – Median Household Income Chart



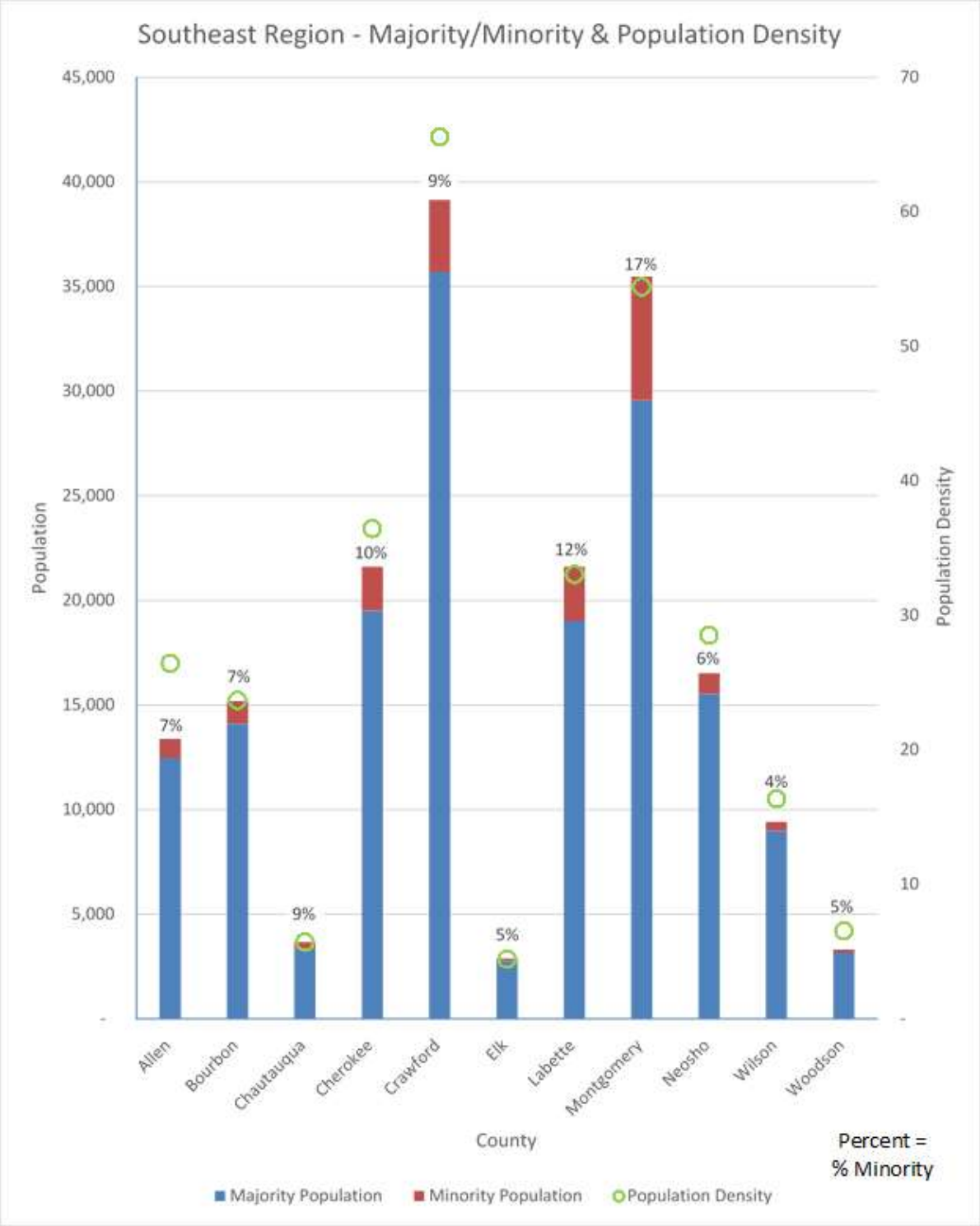
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 51 Southeast Region – Age Distribution & Population Chart



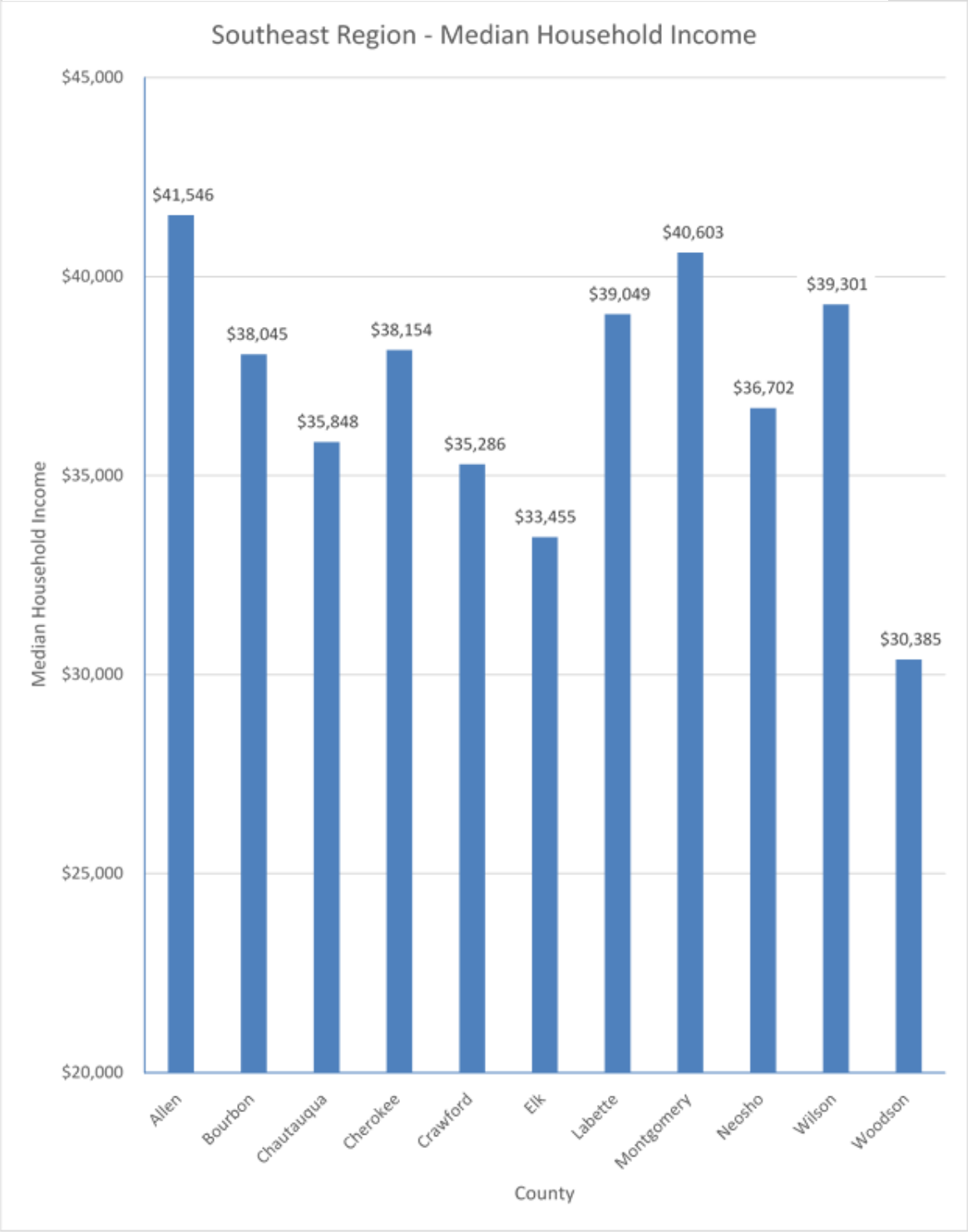
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 52 Southeast Region – Majority/Minority & Population Density Chart



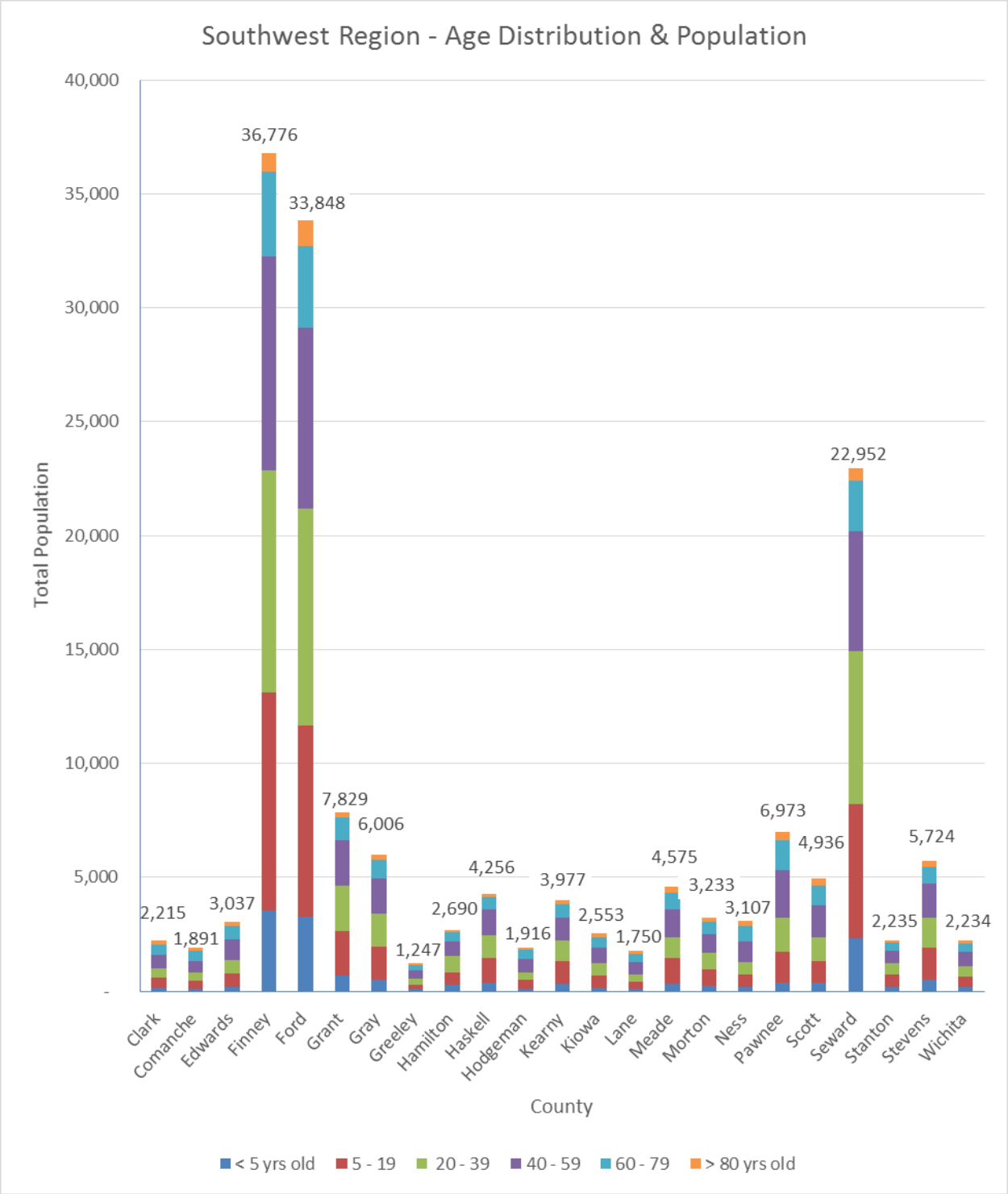
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 53 Southeast Region – Median Household Income Chart



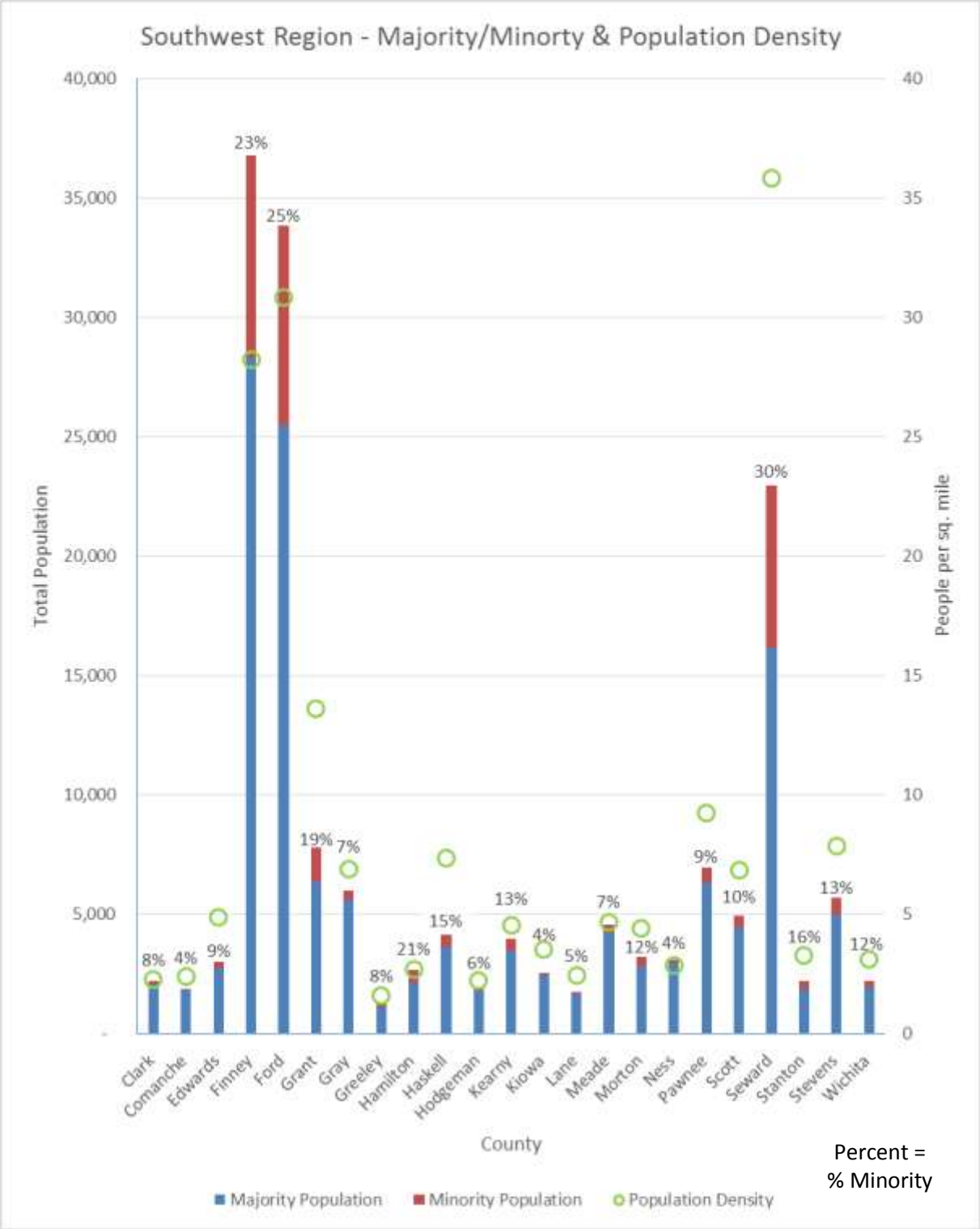
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 54 Southwest Region – Age Distribution & Population Chart



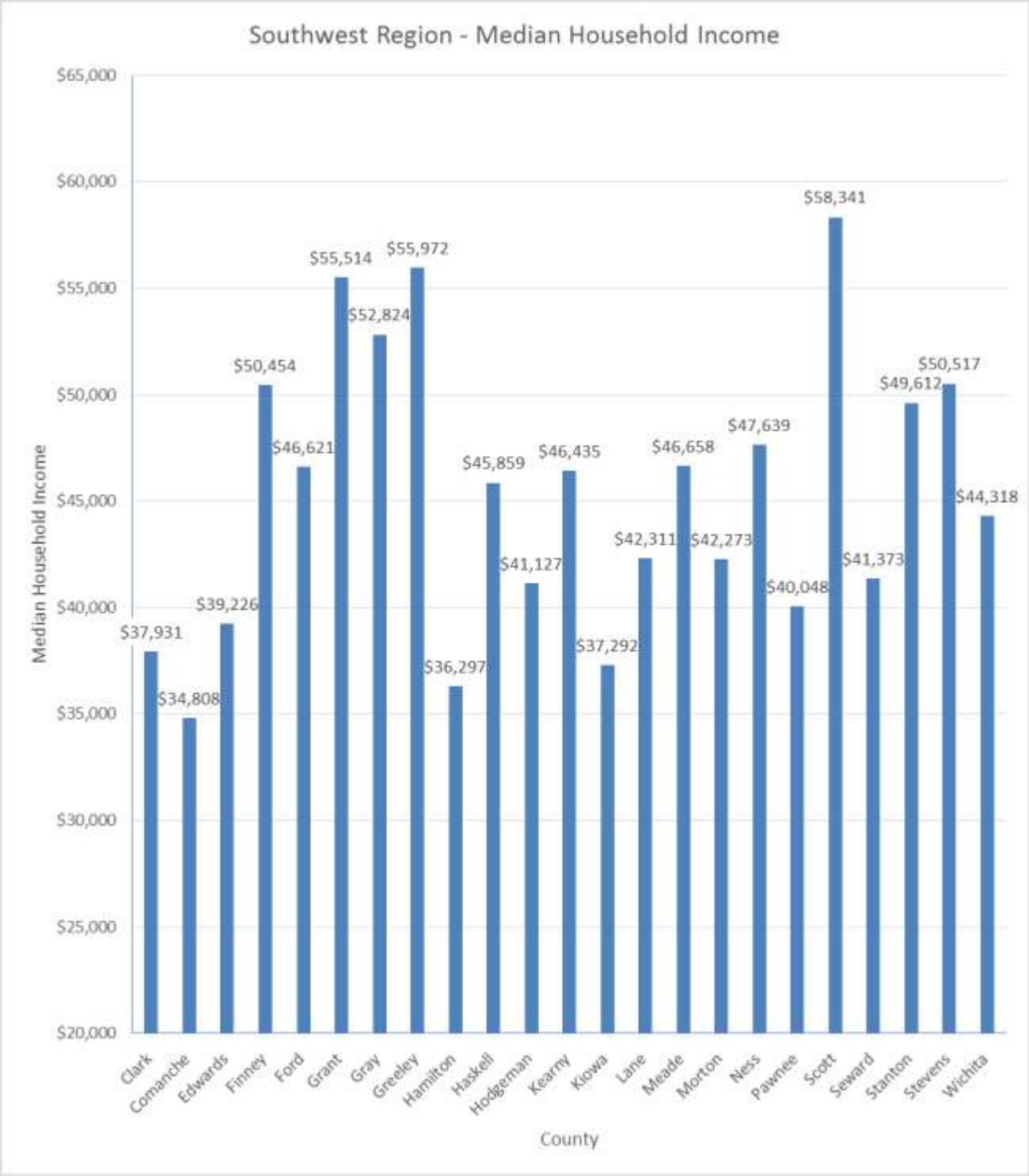
Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 55 Southwest Region - Majority/Minority & Population Density Chart



Source: U.S. Census Bureau, 2010 Census, Summary File 1

Figure 56 Southwest Region – Median Household Income Chart



Source: U.S. Census Bureau, 2010 Census, Summary File 1

5/13/2014
Written by Cory Davis

Funding Levels for the Regional Transit Business Model

The following strategies are being examined as a part of the regional transit project. The following sections illustrate the allocation of funding for these strategies utilizing the increased state dollars as a part of the T-Works Transit Program.

Coordinated Dispatch

Coordinated dispatch is being examined in all regions and will likely be implemented in most regions. The levels of coordination have yet to be determined, but most systems will require the procurement and installation of software and hardware and in some instances may require additional personnel.

Software/Hardware

A base package will be designed to best fit the needs of the transit users in each region. This technology also allows for users to purchase additional features and function that can further benefit the transit agencies.

State Funding Level: KDOT will fund the base package of the coordinated dispatch software and hardware at 100%. Additional features and functions will require the agency or agencies to fully fund the supplementary items. Annual maintenance fees of the service will be funded by the regional transit agencies and can be included in the 5311 grant application.

Personnel

In certain circumstances additional personnel will be required to operate the central dispatch.

State Funding Level: KDOT will fund additional personnel working solely for the regional effort at an 80% federal/state, 20% local match.

Mobility Manager

An additional part of the regional business model is the establishment of a mobility manger position for each region. The mobility manager position will serve as the regional representative and will work towards the roll out of the regional implementation plan. The costs associated with this position will be salary and administrative costs.

Personnel and Administrative

State Funding Level: KDOT will fund all mobility manager position costs at a 100% funding level for the first year of operation under the new regional transit business model. Following the first year of operation, the funds will be allocated at an 80% federal/state and 20% local match.

DRAFT

Intercity Services

In many regions intercity routes are being developed to more efficiently and effectively serve the transit users in the region. These additional services will require the need for operating and capital funds.

Operations

Currently, under the 5311 program, these operations are funded at a 50% federal and 50% local split. An additional 20% is provided utilizing state funds, resulting in a requirement of 30% local match.

? State Funding Level: New intercity services being implemented as a part of the regional business model will be funded at the current 20% state funding level. → 30% local match?

Capital

Currently, utilizing 5311 FTA funds, vehicles are purchased at an 80% federal and 20% local match split.

State Funding Level: For the initial implementation of intercity routes, state funds will be utilized to cover the 20% local match requirement for vehicles being purchased to serve on a regional intercity route. Future replacement of the vehicle will require the transit agencies to provide the 20% local match.

Summary Table

Funding Levels for the Regional Transit Business Model

	1st Year		After 1st Year	
Strategy	**Federal/State**	**Local**	**Federal/State**	**Local**
Coordinated Dispatch				
-Software/Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

DRAFT

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Annual Indirect Mileage Cost:	$ 3.01 Per Mile
Total Cost Per Hour:	$ 123.96
Total Cost Per Mile:	$ 7.28
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)	70.32%
Fully Allocated Cost for Service:	$ 1,893,447.00

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

Scenerio Costing: Fully Allocated Cost for new or modified service	Projected Annual Hours	520
	Projected Annual Miles	5200
	Cost	$ 59,498.18

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

CENTRAL CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
City of Great Bend	Member	5311
City of Hoisington	Member	5311
City of Pratt	Member	5311
McPherson County	Member	5311
Pratt County	Member	5311
Reno County	Member	5311
Rice County	Member	5311
Sunflower Diversified Services	Member	5311
Barber County	Affiliate Member	N/A
Barton County	Affiliate Member	N/A
Marion County	Affiliate Member	N/A
Stafford County	Affiliate Member	N/A
KDOT Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Great Bend	5311
City of Hoisington	5311
McPherson County COA	5311
Pratt County COA	5311
Reno County Area Transit	5311
Rice County COA	5311
Sunflower Diversified Services	5311
Bethany Home	5310
Bethesda Home	5310
Buhler Sunshine Home Inc	5310
Disability Supports of the Great Plains - Hutchinson	5310
Disability Supports of the Great Plains - McPherson	5310
Lyons Good Samaritan	5310
Multi-Community Diversified Services (MCDS)	5310
Training & Evaluation Center of Hutchinson (TECH)	5310
Regional Mobility Manager	Staff
KDOT Representative	Ex Officio Member

EAST CENTRAL CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
Anderson County	Member	5311
Chase County	Member	5311
City of Louisburg	Member	5311
City of Osawatomie	Member	5311
City of Paola	Member	5311
Coffey County	Member	5311
Franklin County	Member	5311
Greenwood County	Member	5311
Linn County	Member	5311
Lyon County	Member	5311
Miami County	Member	5311
Morris County	Member	5311
Osage County	Member	5311
Wabaunsee County	Member	5311
KDOT Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

EAST CENTRAL CTD

COORDINATION ADVISORY COMMITTEE

Organization	Description
Anderson County Transportation	5311
Chase County	5311
City of Paola/Lakemary Center	5311
Coffey County COA	5311
Community Senior Services	5311
Franklin County COA	5311
Greenwood County COA	5311
Linn County	5311
Louisburg Senior Center	5311
Lyon County Area Transit	5311
Morris County Senior Citizens, Inc.	5311
Osage County Senior Citizens, Inc.	5311
Paola Senior Center	5311
Wabaunsee County Transportation	5311
COF Training Services	5310
Elizabeth Layton Center	5310
Emporia Presbyterian Manor	5310
Hetlinger Developmental Services	5310
Mental Health of East Central Kansas	5310
Paola Association for Church Action	5310
Quest Services	5310
Tri-Ko Inc	5310
KDOT Representative	Ex Officio Member
Regional Mobility Manager	Staff

FLINT HILLS CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
City of Abilene	Member	5311
City of Herrington	Member	5311
City of Manhattan	Member	5311
Clay County	Member	5311
Kansas State University	Member	5311
Marshall County	Member	5311
Pottawatomie County	Member	5311
Riley County	Member	5311
City of Chapman	Affiliate Member	N/A
City of Clay Center	Affiliate Member	N/A
City of Grandview Plaza	Affiliate Member	N/A
City of Junction City	Affiliate Member	N/A
City of Leonardville	Affiliate Member	N/A
City of Randolph	Affiliate Member	N/A
City of Wamego	Affiliate Member	N/A
City of Woodbine	Affiliate Member	N/A
Geary County	Affiliate Member	N/A
Randolph City	Affiliate Member	N/A
Washington County	Affiliate Member	N/A
Chase County	East Central CTD	N/A
City Alma	East Central CTD	N/A
City of Alta Vista	East Central CTD	N/A
City of Council Grove	East Central CTD	N/A
City of Emporia	East Central CTD	N/A
City of White City	East Central CTD	N/A
Emporia State University	East Central CTD	N/A
Lyon County	East Central CTD	N/A
Fort Riley	Advisory	N/A
Governor's Military Council	Advisory	N/A
Regional Mobility Manager	Staff	N/A
KDOT Representative	Ex Officio Member	N/A

FLINT HILLS CTD

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Abilene	5311
City of Herrington	5311
Clay County Task Force Inc.	5311
Flint Hills Area Transportation Agency (FHATA)	5311
Marshall County Agency on Aging	5311
Pottawatomie County	5311
Community HealthCare	5310
Geary County Senior Center	5310
Pawnee Mental Health	5310
Twin Valley Developmental Services, Inc.	5310
Via Christi Village	5310
KDOT Representative	Ex Officio Member
Regional Mobility Manager	Staff

NORTH CENTRAL CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
City of Beloit	Member	5311
City of Concordia	Member	5311
City of Salina	Member	5311
City of Wilson	Member	5311
Ellsworth County	Member	5311
Lincoln County	Member	5311
Ottawa County	Member	5311
Mitchell County	Member	5311
Republic County	Member	5311
Cloud County	Affiliate Member	N/A
Jewell County	Affiliate Member	N/A
Saline County	Affiliate Member	N/A
KDOT Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Wilson	5311
Concordia Senior Center	5311
Ellsworth County Council on Aging	5311
Lincoln County Transportation	5311
Mitchell County Transportation	5311
OCCK Inc.	5311/5310
Ottawa County Transportation	5311
Republic County Transportation	5311
Central Kansas Mental Health	5310
City of Holyrood	5310
Pawnee Mental Health	5310
Saline County RSVP/KSWU	5310
KDOT Representative	Ex Officio Member
Regional Mobility Manager	Staff

NORTHEAST CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
Atchison County	Member	5311
City of Bonner Springs	Member	5311
Doniphan County	Member	5311
Jefferson County	Member	5311
Potawatomi Reservation	Member	5311
Leavenworth County	Member	5310
Nemaha County	Member	5311
Brown County	Affiliate Member	5310
Jackson County	Affiliate Member	5310
KDOT Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Bonner Springs	5311
Doniphan County Service and Workskills (DCSW)	5311
Doniphan County Transportation	5311
Jefferson County Service Organization	5311
Leavenworth County Council on Aging	5311
Nemaha County Transit	5311
Prairie Band Pottawatomie Nation	5311
Project Concern	5311
Riverside Resources	5310
Kanza Mental Health	5310
The Guidance Center	5310
KDOT Representative	Ex Officio Member
Regional Mobility Manager	Staff

NORTHWEST CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
ACCESS Funder	Member	5311
City of Phillipsburg	Member	5311
City of Russell	Member	5311
City of Smith Center	Member	5311
City of Wakeeney	Member	5311
Decatur County	Member	5311
Gove County Medical Center	Member	5311
Logan County Hospital	Member	5311
Norton County	Member	5311
Phillips County	Member	5311
Rawlins County	Member	5311
Rooks County	Member	5311
Rush County	Member	5311
Thomas County	Member	5311
Cheyenne County	Affiliate Member	N/A
Graham County	Affiliate Member	N/A
Osborne County	Affiliate Member	N/A
Russell County	Affiliate Member	N/A
Sheridan County	Affiliate Member	N/A
Sherman County	Affiliate Member	N/A
Smith County	Affiliate Member	N/A
Trego County	Affiliate Member	N/A
Wallace County	Affiliate Member	N/A
Regional Mobility Manager	Staff	N/A
KDOT Representative	Ex Officio Member	N/A

NORTHWEST CTD

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Goodland	5311
City of Phillipsburg	5311
City of Russell	5311
City of Smith Center	5311
City of Wakeeney	5311
Decatur County	5311
DSNWK (ACCESS)	5311/5310
Gove County Medical Center	5311
Logan County Hospital	5311
Norton County Senior Citizens	5311
Rawlins County	5311
Rooks County	5311
Rush County COA	5311
Thomas County	5311
Logan County	5310
Regional Mobility Manager	Staff
KDOT Representative	Ex Officio Member

SOUTH CENTRAL CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
Butler County	Member	5311
City of Anthony	Member	5311
City of Kingman	Member	5311
Cowley County	Member	5311
Futures Unlimited Inc Funder	Member	5311
Harper County	Member	5311
Harvey County	Member	5311
Kingman County	Member	5311
Sedgwick County	Member	5311
Sumner County	Member	5311
KDOT Representative	Ex Officio Member	N/A
WAMPO Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

SOUTH CENTRAL CTD

COORDINATION ADVISORY COMMITTEE

Organization	Description
Butler County DOA	5311
City of Anthony	5311
City of Kingman	5311
Cowley County Council on Aging	5311
Futures Unlimited	5311
Harper County Department on Aging	5311
Harvey County DOA	5311
Kingman County Council on Aging	5311
Sedgwick County Department on Aging	5311
Twin Rivers Developmental Supports	5311
Cerebral Palsy Foundation	5310
Creative Community Living - El Dorado	5310
Creative Community Living - Winfield	5310
Cowley County Mental Health	5310
Envision	5310
Heartspring	5310
KETCH	5310
Mosaic	5310
Prairie View	5310
Prairie View Mental Health	5310
Starkey	5310
The ARC of Sedgwick County	5310
Wichita Transit	Urban
KDOT Representative	Ex Officio Member
Regional Mobility Manager	Staff

SOUTHEAST CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
Bourbon County	Member	5311
Class LTD **Funder**	Member	5311
Elk County	Member	5311
Elm Acres Youth Home **Funder**	Member	5311
Four County Mental Health **Funder**	Member	5311
SEK-CAP, Inc. **Funder**	Member	5311
Senior Services of Southeast Kansas **Funder**	Member	5311
Chautauqua County	Affiliate Member	N/A
Cherokee County	Affiliate Member	N/A
Crawford County	Affiliate Member	N/A
Labette County	Affiliate Member	N/A
Montgomery County	Affiliate Member	N/A
Neosho County	Affiliate Member	N/A
Wilson County	Affiliate Member	N/A
Woodson County	Affiliate Member	N/A
KDOT Representative	Ex Officio Member	N/A
Regional Mobility Manager	Staff	N/A

COORDINATION ADVISORY COMMITTEE

Organization	Description
Class LTD	5311/5310
Elk County Council on Aging	5311
Elm Acres Youth Home	5311
Four County Mental Health	5311
SEK-CAP, Inc.	5311
Senior Services of Southeast Kansas	5311
Allen County	5310
Southeast Kansas Mental Health	5310
Via Christi Hospital	5310
Regional Mobility Manager	Staff
KDOT Representative	Ex Officio Member

SOUTHWEST CTD

REGIONAL COORDINATION BOARD

Organization	Membership Type	Funding
City of Dodge City	Member	5311
City of Liberal	Member	5311
Finney County	Member	5311
Hamilton County	Member	5311
Lane County	Member	5311
Stevens County	Member	5311
Clark County	Affiliate Member	N/A
Comanche County	Affiliate Member	N/A
Edwards County	Affiliate Member	N/A
Ford County	Affiliate Member	N/A
Grant County	Affiliate Member	N/A
Gray County	Affiliate Member	N/A
Greeley County	Affiliate Member	N/A
Hodgeman County	Affiliate Member	N/A
Kearny County	Affiliate Member	N/A
Kiowa County	Affiliate Member	N/A
Meade County	Affiliate Member	N/A
Morton County	Affiliate Member	N/A
Ness County	Affiliate Member	N/A
Scott County	Affiliate Member	N/A
Seward County	Affiliate Member	N/A
Stanton County	Affiliate Member	N/A
Wichita County	Affiliate Member	N/A
Regional Mobility Manager	Staff	N/A
KDOT Representative	Ex Officio Member	N/A

SOUTHWEST CTD

COORDINATION ADVISORY COMMITTEE

Organization	Description
City of Dodge City	5311
City of Liberal	5311
Finney County Committee on Aging Inc	5311
Hamilton County VIP	5311
Lane County Transportation	5311
Stevens County Community Health	5311
Liberal Good Samaritan Center	5311/5310
Pawnee County COA	5310
Regional Mobility Manager	Staff
KDOT Representative	Ex Officio Member

KDOT Regional Stakeholder Participants 2013-14				
Stakeholder	**City**	**County**	**Type**	**CTD**
Barton County	Great Bend	Barton	County Govt	Central
Bethany Home	Lindsborg	McPherson	5310	Central
Bethesda Home	Goessel	Marion	5310	Central
Buhler Sunshine Home	Buhler	Reno	5310	Central
City of Great Bend COA	Great Bend	Barton	5311	Central
City of Hoisington	Hoisington	Barton	5311	Central
City of Hoisington COA	Hoisington	Barton	5311	Central
Disability Supports of the Great Plains	Hutchinson	Reno	5310	Central
Disability Supports of the Great Plains	McPherson	McPherson	5310	Central
Marion County	Marion	Marion	County Govt	Central
McPherson Senior Center	McPherson	McPherson	Other	Central
McPherson County	McPherson	McPherson	Citizen	Central
McPherson County	McPherson	McPherson	County Govt	Central
McPherson County COA	McPherson	McPherson	5311	Central
McPherson County Commission	McPherson	McPherson	County Govt	Central
Multi-Community Diversified Services MCDS	McPherson	McPherson	5310	Central
Prairie Independent Living Resource Center, Inc.	Hutchinson	Reno	Other	Central
Pratt County COA	Pratt	Pratt	5311	Central
Reno County Area Transit	Hutchinson	Reno	5311	Central
Rice County Council on Aging	Lyons	Rice	5311	Central
Sunflower Diversified Services	Great Bend	Barton	5311	Central
Anderson County COA	Garnett	Anderson	5311	East Central
Chase County GBT	Cottonwood Falls	Chase	5311	East Central
City of Paola/Lakemary Center	Paola	Miami	5311	East Central
COF Training Services, Inc.	Ottawa	Franklin	5310	East Central
Coffey County Transportation	Burlington	Coffey	5311	East Central
Community Senior Service Center, Inc.	Osawatomie	Miami	5311	East Central
Emporia Presbyterian Manor	Emporia	Lyon	5310	East Central
Franklin County	Ottawa	Franklin	County Govt	East Central
Franklin County Services for the Elderly	Ottawa	Franklin	5311	East Central
Greenwood County Council on Aging	Eureka	Greenwood	5311	East Central
Lyon County Area Transit	Emporia	Lyon	5311	East Central
Louisburg Senior Center	Louisburg	Miami	5311	East Central
Mental Health Center of East Central Kansas	Emporia	Lyon	5310	East Central
Morris County Public Transportation	Council Grove	Morris	5311	East Central

KDOT Regional Stakeholder Participants 2013-14				
Stakeholder	**City**	**County**	**Type**	**CTD**
Osage County Council on Aging	Osage City	Osage	5311	East Central
Paola Senior Citizens Center, Inc.	Paola	Miami	5311	East Central
Wabaunsee County General Public Transportation	Alma	Wabaunsee	County/5311	East Central
Big Lakes Development Center, Inc.	Manhattan	Riley	Other	Flint Hills
City of Abilene	Abilene	Dickinson	City Govt	Flint Hills
City of Herington	Herington	Dickinson	City Govt	Flint Hills
City of Junction City	Junction City	Geary	City Govt	Flint Hills
City of Manhattan	Manhattan	Riley	City Govt	Flint Hills
City of Wamego	Wamego	Pottawatomie	City Govt	Flint Hills
Clay County Task Force	Clay Center	Clay	5311	Flint Hills
Community Health Ministry	Wamego	Pottawatomie	Other	Flint Hills
Flint Hills Area Transportation Agency	Manhattan	Riley	5311	Flint Hills
Flint Hills MPO	Ogden	Riley	Other	Flint Hills
Flint Hills Regional Council	Fort Riley	Riley	Other	Flint Hills
Geary County Commission	Junction City	Geary	County Govt	Flint Hills
Highland Community College	Wamego	Pottawatomie	Other	Flint Hills
Homestead Village Apartments	Herington	Dickinson	Other	Flint Hills
Junction City/Geary County Planning and Zoning	Junction City	Geary	County Govt	Flint Hills
Kansas State University Planning	Manhattan	Riley	University	Flint Hills
Konza United Way	Manhattan	Riley	Other	Flint Hills
KU Medical Center Area Health Education Center	Fairway	Johnson	Other	Flint Hills
Manhattan Area Chamber of Commerce	Manhattan	Riley	City	Flint Hills
Manhattan City Commission	Manhattan	Riley	City Govt	Flint Hills
Marshall County Agency on Aging	Marysville	Marshall	5311	Flint Hills
NEK-CAP, Inc.	Hiawatha	Brown	Other	Flint Hills
North Central - Flint Hills Area Agency on Aging	Manhattan	Riley	Other	Flint Hills
Pottawatomie County	Westmoreland	Pottawatomie	5311	Flint Hills
Pottawatomie County Commission	Westmoreland	Pottawatomie	County Govt	Flint Hills
Twin Valley Transportation	Greenleaf	Washington	5310	Flint Hills
City of Wilson	Wilson	Ellsworth	5311	North Central
CKMHC - Central Kansas Mental Health Center	Salina	Saline	5310	North Central
Concordia Senior Citizens Center	Concordia	Cloud	5311	North Central
Ellsworth County COA	Ellsworth	`Ellsworth	5311	North Central
Lincoln County	Lincoln Center	Lincoln	County Govt	North Central

KDOT Regional Stakeholder Participants 2013-14				
Stakeholder	**City**	**County**	**Type**	**CTD**
North Central - Flint Hills Area Agency on Aging	Manhattan	Riley	Other	North Central
OCCK, Inc.	Salina	Saline	5311	North Central
Ottawa County Transportation	Minneapolis	Ottawa	5311	North Central
Republic County	Belleville	Republic	County Govt	North Central
Republic County Highway Department	Belleville	Republic	County Govt	North Central
Solomon Valley Transportation - Mitchell County	Beloit	Mitchell	5311	North Central
City of Bonner Springs	Bonner Springs	Wyandotte	5311	Northeast
City of Olathe	Olathe	Johnson	Urban	Northeast
Doniphan County	Troy	Doniphan	5311	Northeast
Doniphan County Service and Workskills (DCSW)	Elwood	Doniphan	5311	Northeast
Jefferson County	Oskaloosa	Jefferson	5311/ County Govt	Northeast
Jefferson County Service Organization	Oskaloosa	Jefferson	5311	Northeast
Kanza Mental Health	Hiawatha	Brown	Other	Northeast
Lawrence T	Lawrence	Douglas	Urban	Northeast
Leavenworth County Council on Aging	Leavenworth	Leavenworth	5311	Northeast
Nemaha County Public Transit	Seneca	Nemaha	5311	Northeast
Northeast Kansas - Community Action Program (NEK-CAP)	Hiawatha	Brown	Other	Northeast
Prairie Band Potawatomi Nation	Mayetta	Jackson	5311	Northeast
Project Concern Inc.	Atchison	Atchison	5311	Northeast
The Guidance Center	Leavenworth	Leavenworth	5310	Northeast
City of Goodland	Goodland	Sherman	5311	Northwest
City of Hays	Hays	Ellis	City Govt	Northwest
City of Phillipsburg	Phillipsburg	Phillips	5311	Northwest
City of Russell	Russell	Russell	5311	Northwest
City of Smith Center	Smith Center	Smith	5311	Northwest
City of WaKeeney	Wa Keeney	Trego	5311	Northwest
Decatur County Transportation	Oberlin	Decatur	5311	Northwest
DSNWK	Hays	Ellis	5311	Northwest
Ellis County	Hays	Ellis	5311	Northwest
Gove County Medical Center	Quinter	Gove	5311	Northwest
Graham County Economic Development, Inc.	Hill City	Graham	Other	Northwest
KUMC Area Health Education Center	Hays	Ellis	Other	Northwest
Logan County Hospital	Oakley	Logan	5311	Northwest
Northwest KS Area Agency on Aging	Hays	Ellis	Other	Northwest
Norton County Senior Citizens	Norton	Norton	5311	Northwest

KDOT Regional Stakeholder Participants 2013-14				
Stakeholder	**City**	**County**	**Type**	**CTD**
Rawlins County	Atwood	Rawlins	5311	Northwest
Rooks County Transportation Service	Plainville	Rooks	5311	Northwest
Rush County Transportation	La Crosse	Rush	5311	Northwest
Sunflower Diversified Services	Great Bend	Barton	5311	Northwest
Thomas County Transportation	Colby	Thomas	5311	Northwest
Butler County	El Dorado	Butler	County Govt	South Central
Butler County DOA	Augusta	Butler	5311	South Central
Cerebral Palsy Research Foundation	Wichita	Sedgwick	5310	South Central
City of Anthony	Anthony	Harper	5311	South Central
City of Kingman	Kingman	Kingman	City Govt/ 5311	South Central
Cowley County Council on Aging	Winfield	Cowley	5311	South Central
Cowley County Mental Health	Winfield	Cowley	5311	South Central
Creative Community Living (El Dorado)	El Dorado	Butler	5310	South Central
Envision	Wichita	Sedgwick	5310	South Central
Futures Unlimited, Inc.	Wellington	Sumner	5311	South Central
Harper County Department on Aging	Anthony	Harper	5311	South Central
Harvey County Transportation	Newton	Harvey	5311	South Central
Heartspring	Wichita	Sedgwick	5310	South Central
Housing and Community Services - (MIDCAP) Mid Kansas Community Action Program	Anthony	Butler	Other	South Central
KETCH, Inc.	Wichita	Sedgwick	5310	South Central
Kingman County Council on Aging	Kingman	Kingman	5311	South Central
McPherson Senior Center	McPherson	McPherson	Other	South Central
Prairie View	Newton	Harvey	5310	South Central
Rice County COA	Lyons	Rice	5311	South Central
Sedgwick County DOA	Wichita	Sedgwick	5311	South Central
Starkey, Inc.	Wichita	Sedgwick	5310	South Central
Twin Rivers Developmental Supports	Arkansas City	Cowley	5311	South Central
Vride	Wichita	Sedgwick	Other	South Central
WAMPO	Wichita	Sedgwick	MPO	South Central
Wichita Transit	Wichita	Sedgwick	Urban	South Central
Bourbon County Senior Citizens, Inc.	Fort Scott	Bourbon	Other	Southeast
City of Coffeyville	Coffeyville	Montgomery	City Govt	Southeast
City of Independence	Independence	Montgomery	City Govt	Southeast
Class LTD	Columbus	Cherokee	5311/5310	Southeast

KDOT Regional Stakeholder Participants 2013-14				
Stakeholder	**City**	**County**	**Type**	**CTD**
Crawford County	Girard	Crawford	County Govt	Southeast
Elk County Council on Aging	Howard	Elk	5311	Southeast
Elm Acres Youth Home & Family Services, Inc./ DCCCA	Pittsburg	Crawford	5311	Southeast
Four County Mental Health	Independence	Montgomery	5311	Southeast
KU Area Health Education Center	Pittsburg	Crawford	Other	Southeast
Senior Services of Southeast Kansas, Inc.	Coffeyville	Montgomery	5311	Southeast
Southeast Kansas Community Action Program (SEKCAP)	Girard	Crawford	5311	Southeast
Tri-Valley Developmental Services, Inc.	Chanute	Neosho	Other	Southeast
Arrowhead West, Inc.	Dodge City	Ford	Other	Southwest
Cargill	Dodge City	Ford	Other	Southwest
City of Liberal	Liberal	Seward	5311	Southwest
City of Liberal	Liberal	Seward	City Govt	Southwest
Dodge City Parks and Recreation	Dodge City	Ford	City Govt	Southwest
Dodge City/Ford County	Dodge City	Ford	County Govt	Southwest
Dominican Sisters Ministry of Presence	Garden City	Finney	Other	Southwest
Finney County Commission	Garden City	Finney	County Govt	Southwest
Finney County Public Works	Garden City	Finney	County Govt	Southwest
Finney County Senior Center	Garden City	Finney	Other	Southwest
Finney County Transit	Garden City	Finney	5311	Southwest
Finney County Transit Center Board	Garden City	Finney	5311	Southwest
Ford County Commission	Dodge City	Ford	County Govt	Southwest
Garden City Commission	Garden City	Finney	City Govt	Southwest
Garden City Public Works	Garden City	Finney	City Govt	Southwest
Good Samaritan - Liberal	Liberal	Seward	5310	Southwest
Grant County Board of Aging	Ulysses	Grant	Other	Southwest
Grant County COA	Ulysses	Grant	Other	Southwest
Grant County Economic Development Council	Ulysses	Grant	Other	Southwest
Hamilton County VIP	Syracuse	Hamilton	Provider	Southwest
KU Medical Center (Hays AHEC)	Hays	Ellis	Other	Southwest
Lane County Transportation Department	Dighton	Lane	5311	Southwest
State Legislature			State Govt	Southwest
Stevens County Health Department	Hugoton	Stevens	5310	Southwest
Wichita County Economic Development	Wichita	Sedgwick	Other	Southwest

APPENDIX B – CENTRAL CTD MATERIAL

Central Region Committee Meeting
Meeting Notes from Hutchinson

Hutchinson Meeting August 21, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from City of Hoisington, Pratt County COA, Multi-County Diversified Services (MCDS), Sunflower Diversified, Disability Supports of the Great Plains (DSGP), McPherson County COA, Bethesda Home, City of Great Bend COA, Buhler Sunshine Home, and RCAT were present. Representatives from McPherson County Community – retired, KDOT, Barton County, and Prairie Independent Resource Center were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock and Jon Moore.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model is the implementation of the preferred strategy.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is provided attached following the notes page.

Let's Talk about the Region

General Discussion:

- There are many movements toward Wichita.
- Sunflower Diversified – Sara Krom receives many requests from Pawnee County which typically doesn't move to the Southwest Region in which Pawnee County is currently assigned.
    - Sunflower also operates in Barton, Rice, Rush and Stafford Counties.
- Kiowa and Stafford County probably has a meals service vehicle.
- Great Bend provides service to Stafford County.
- RCAT provides service only within Reno County.
- Trips to Pawnee could cause a restructuring of zones.

- Sunflower is subsidized by developmental disabilities of those 5 counties serviced. They do not secure any dedicated transit funds.
- Smaller areas use volunteers to take patients to appointments.
- Some hospitals have their own transportation services.
- Manufacturing plants also offer transportation services.

Challenges:
Stakeholders identified challenges that faced both the providers themselves and the study team. In regards to the providers, their efforts to coordinate are effected by limitations like county lines, narrow flexibility in trip purpose, and riders' sensitivity to longer wait times at bus stops, especially patients travelling to dialysis appointments. Challenges facing the study team include citizens' limited awareness of transit options and counties' desire to protect tax payer's money while providing service to other counties.

- Stafford and Pawnee Counties used to have service, but got out of 5311 program because of the program requirements. They really acted like a 5310 provider. Demand was not very strong for transit.
- Some previous providers no longer use programs because of current administrative requirements.
- RCAT is limited to its county boundary, and county commission doesn't want their buses traveling outside the county lines.
- Vans servicing senior citizens for lunch generally don't want to travel outside of the region due to their lunch service commitments.
- Republic, Ottawa, and Cloud Counties did have issues with fare agreements in the past.
- People know that service limits exist, so they don't think to call service. This makes ridership demand hard to gauge.
- How can models be developed that will protect the home county taxpayers, while providing service to adjacent counties.
- Hospital patients are sensitive to wait times at bus stops.
- Difficult to gauge ridership demand, since many areas either don't have transit, or only have transit during limited hours.

Needs:
Whether communities are small or large, needs for increased transit service is there. For smaller communities, acquiring able drivers is difficult. These providers are forced to hire either part-time or volunteer staff to escape having to pay for health insurance, further limiting their capability to have longer spans of service without. Some of these drivers have health issues themselves; limiting their time behind the wheel. For cities/counties with transit, there may be local service, but there is a need for additional connections to other places with local service.

- There is no rural McPherson County transit and local service is lacking.
- There is a demand for service between Hays, Salina, and Wichita, but no current service.
- Acquiring drivers can be difficult
- City of Hoisington – Pat said her provider is limited in available service due to their staff of volunteer drivers, and fares are 25 cents.
- Some counties have transit service, but limited trips to local destinations, rural areas of the county.
- Fares are affordable, but do not assist in the overall cost of service.

Existing Coordination:

- Great Bend provides service to Stafford Co.
- There are many movements to Wichita
- Sunflower offers service to Barton, Rice, rush and Stafford Cos
- Informal coordination is done between providers, but no trip chaining
- 5 counties use funds for developmental disabilities to fund Sunflower Diversified

Opportunities:

After speaking with the Central Region stakeholders it was found that informal coordination has already been done between providers. While this may be informal, it could mean that current efforts could be expanded to connect highly traveled destinations like Hays, Salina and Wichita. One avenue that had not been previously discussed in the Northwest or Fort Hays regions was taking advantage of employee transportation services. Coordinating services with employers would not only increase service, but also develop new funding opportunities.

- Informal coordination is practiced currently, so trip chaining is a likely strategy to implement in the future.
- Opportunities may exist to increase trip coordination to Wichita, Salina, and Hays.
- There may be coordination opportunities between transit providers and Salina Regional Hospital, and Dialysis Center in Hutchinson.
- McPherson County may be able to have their senior vans work with packing plants to provide commute trips.
- Increase coordination in general with manufacturing and meat packing businesses.
- Examine volunteer opportunities in areas with low demand for transit.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Central Region Mtg # 1

DATE - 8/21/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Pat Conrad PH: 620-612-2116	Hoisington, Ks Trolley ~~Supervisor~~ Dispatcher	patconrad@hotmail.com
Tracy Petz PH: 620-672-7811	Pratt Co COA Pratt Ks.	tracypetz@yahoo.com.
Brad Clark PH: 620-241-6693	MCDS McPherson, Ks.	bclark@mcds-ks.org
Sarah Krom PH: 620 792 1321	Sunflower Diversified Ct-Bend KS	SEKrom@sunflowerdiv.com
Jon Zehnder PH: 620-241-8411	DSGP McPherson, Hutchinson	jon@dsgp.org
Rick Witte PH: 620-241-8149	McP County	rwitte@mcphersoncountyks.us
Harris Terry PH: 620 241-1711	McPherson Co. Comm., Ret	hfterry@sbcglobal.net
Stacey Cowan PH: 785-296-5284	KDOT	

NEW CONTACT

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Cheryl Whalen PH: 620 241 4383	McPherson County Council on Aging	cherylmcca@att.net
Eric Schrag PH: 620-367-2291	Bethesda Home	eschrag@bethesdahome.org
Jamie Bounds PH: 6609-8522	Disability Supports of The Great Plains	Jamie@dsgp.org
Rozena Temlin PH: 620792 3906	City of Great Bend Commission on aging Director	gbseniorCenter@yahoo.com
Brenda Lebbin PH:	" " assistant	
Candi Almquist PH: 620-543-2251	Buhler Sunshine Home	candia@sunshinemeadows.org
' PH:		

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Rachel Beacker PH:	Bt City Administrator	rbeacker@bartonco.org
Natalie Goertzen PH: 620-694-2914	Reno County (Rural	natalie.goertzen@renogov.org
Christine Gafford PH: 316-210-7884	MCDS	cgafford@mcds-ks.org
Dale Hoosier PH: 785-227-2334		
Roger Frischenmeyer PH: 620-663-3988	Prairie Independent Resource Center	rfrischenmeyer@pirc.org
PH:		
PH:		
PH:		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 21st, 2013
Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

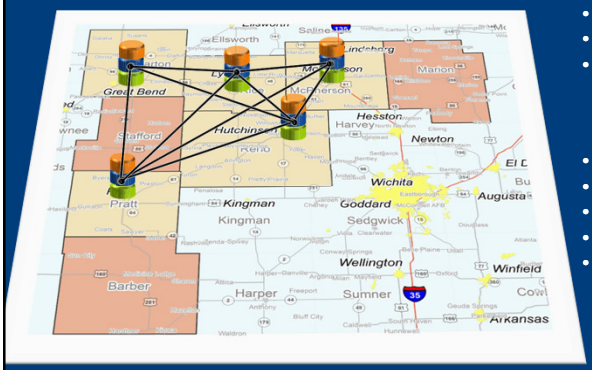
Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service

- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management

- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance

- Vehicles
- Facilities
- Fuel
- Tires

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider | **Service Contracting** | **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:

- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:

- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:

- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:

- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

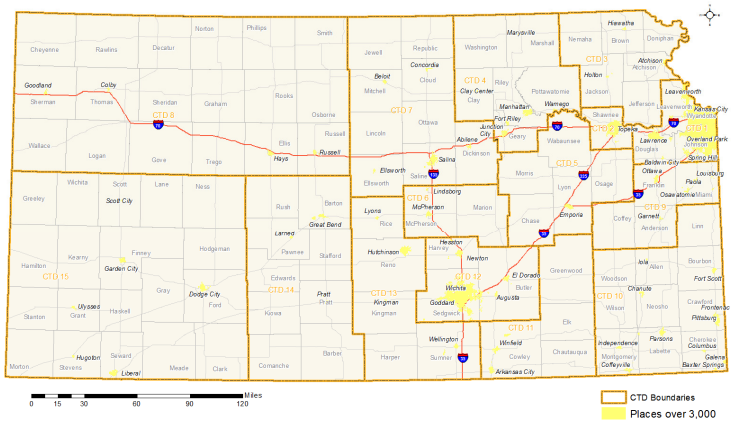
Implementation (6)

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

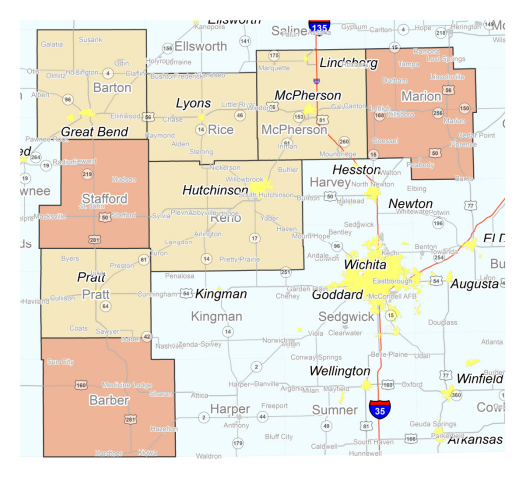


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 21, 2013

OLSSON ASSOCIATES | URS | SRF CONSULTING GROUP, INC.

Provider	# of Vehicles	Description
Sunflower Diversified Services	10	4 13-passenger vans with a lift, 3 20-passenger transit buses with lifts, and 3 passenger vans with lifts.
Pratt County Council on Aging	3	1 13-passenger van with and 1 w/o a lift, and 1 passenger van
McPherson County COA	5	1 12-passenger van with a lift and 1 without, 2 passenger vans, and 1 mid-size car
Rice County COA	4	4 passenger vans with ramps
Reno County Public Transportation	18	5 13-passenger vans with lifts, 9 20-passenger transit buses with lifts, and 4 passenger vans with ramps.
City of Great Bend (COA)	4	4 passenger vans with ramps
City of Hoisington (COA)	1	1 13-passenger van with lift
Buhler Sunshine Home	1	1 passenger van with ramp
Disabilities Supports of the Great Plains (Hutchinson)	5	1 12-passenger van, 2 20-passenger transit buses with lifts, and 2 passenger vans with ramps
Disability Supports of the Great Plains (McPherson)	5	5 passenger vans
MCDS	9	1 13-passenger van with lift, 5 passenger vans with ramps, and 3 20-passenger transit buses with lifts
TECH	7	6 13-passenger vans with lifts and 1 passenger van with ramp

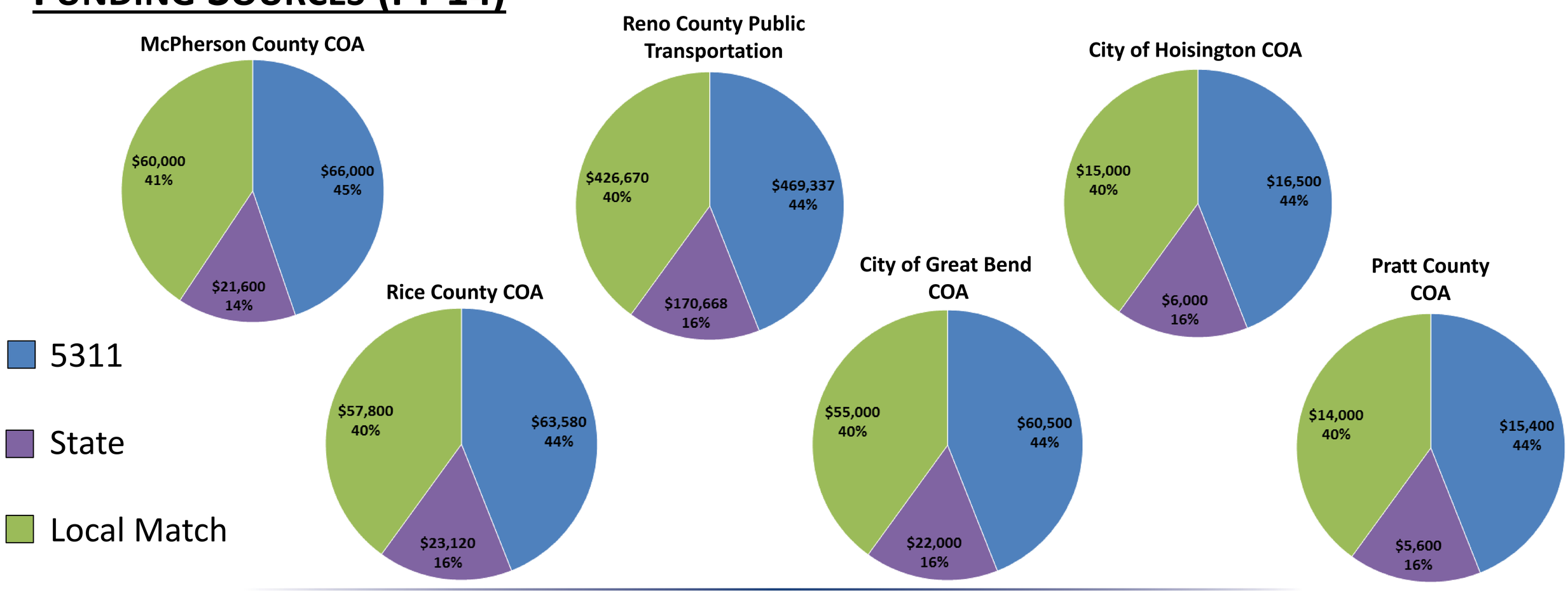
STRENGTHS

- Leadership Within Providers
- Central Dispatching Capacity
- Support Coordination Effort Concept
- Some level of transit service in all but two counties

CHALLENGES

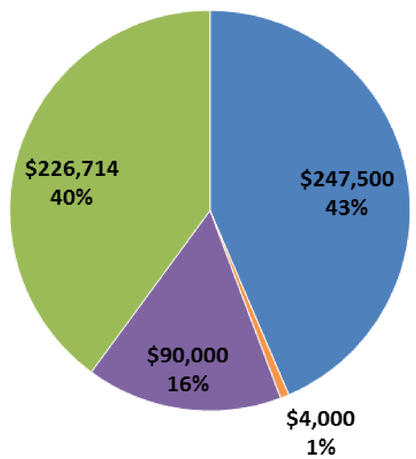
- Demand for inter-regional travel
- Geographic Coverage/Population Density
- Federal Funding Levels

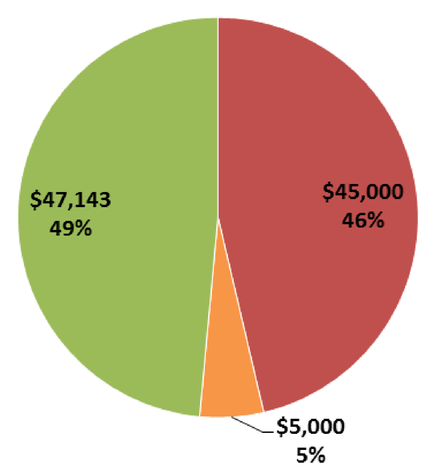
FUNDING SOURCES (FY 14)

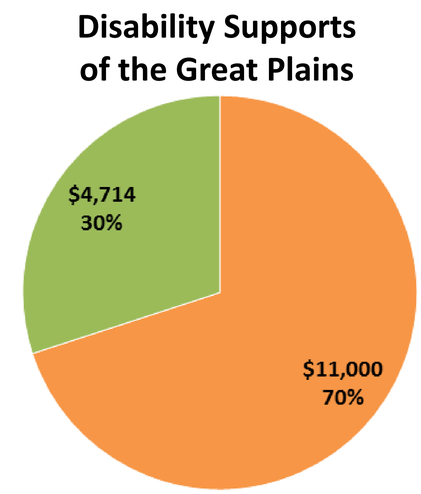


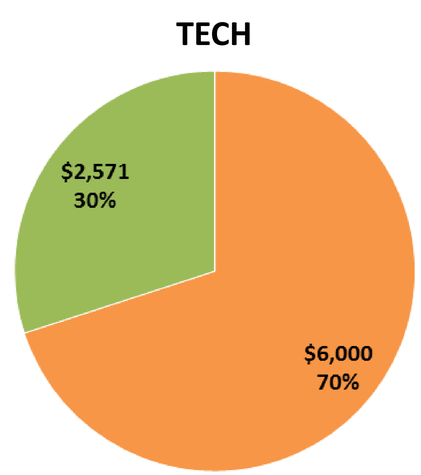
FUNDING SOURCES (FY 14)

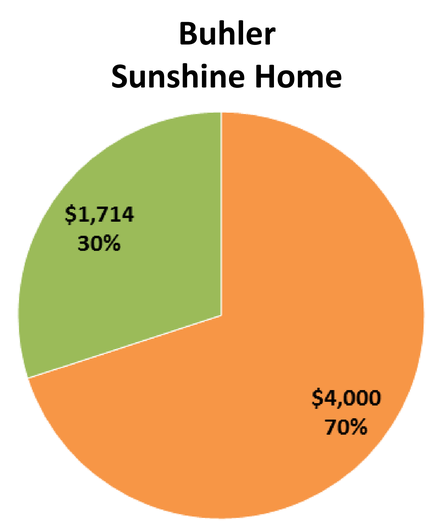
- 5310
- 5311
- 5316
- State
- Local Match



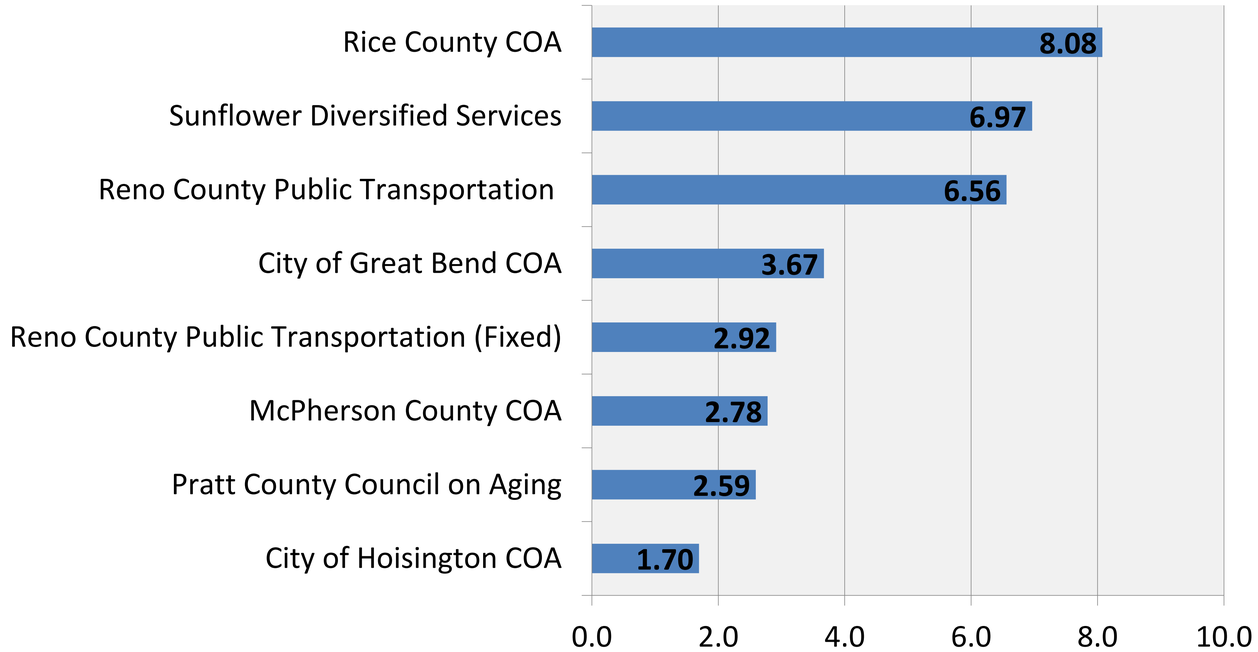




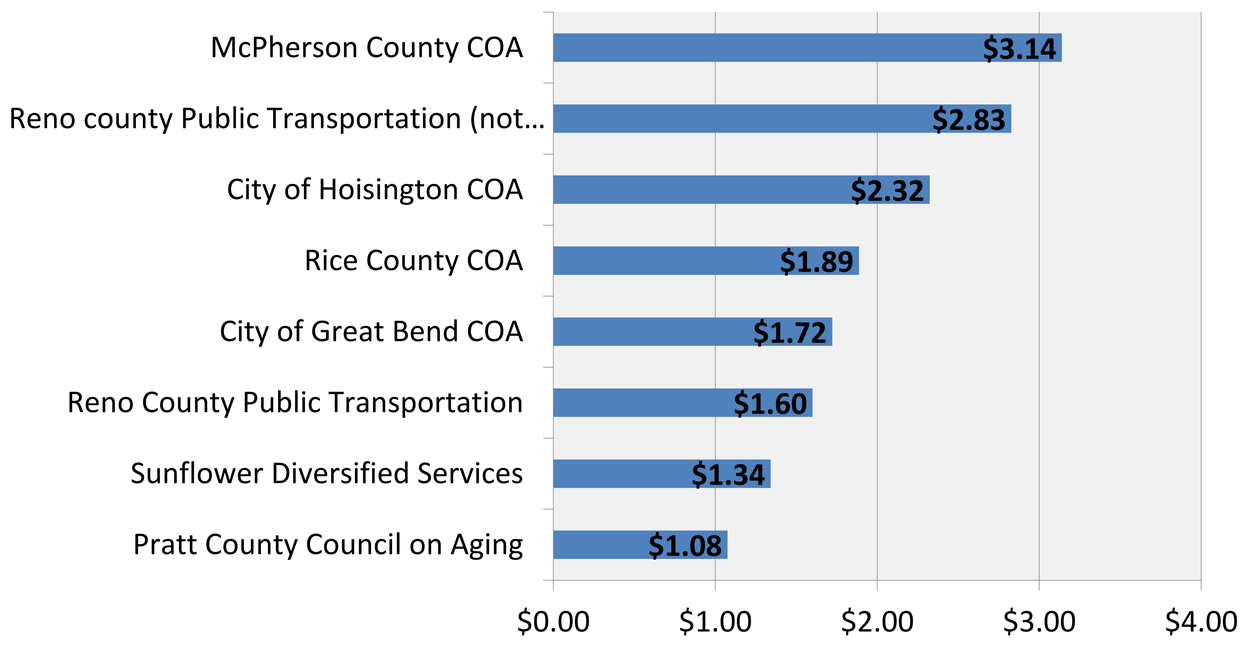




Average Miles per Trip



Operating Cost per Mile



Span of Service

Provider	Span of Service
Sunflower Diversified Services	Monday through Friday: 6:00 AM - 10:00 PM, Sat & Sun 8:00 AM - 4:00 PM in Great Bend hub
Pratt County Council on Aging	Weekdays 9:00 AM to 5:00 PM
City of Great Bend Comm. on Aging	Weekdays 7:00 AM to 5:00 PM, cab = 5:00 AM to 6:30 PM
McPherson County COA Moundridge Senior Center	Weekdays 8:00 AM to 2:00 PM
McPherson County COA Inman Senior Citizens Inc.	Weekdays 9:00 AM to 4:00 PM but have flexibility to serve any hour
McPherson County COA Lindberg Senior Center	Weekdays 9:00 AM to 4:00 PM
McPherson County COA McPherson Senior Center	Weekdays 8:00 AM to 4:00 PM
Rice County COA	Monday – Friday 8:00 AM -4:00 PM

Staffing

Provider	Staffing
Sunflower Diversified Services	11 FT/PT Drivers, 3 PT Substitute Drivers, 1 FT Dispatch, 1 PT Administrator
Pratt County Council on Aging	3 PT drivers 1 PT Dispatcher and 1 PT Admin
City of Great Bend Comm. on Aging	8 PT drivers, 2 PT dispatch, one director
McPherson County COA Moundridge Senior Center	None
McPherson County COA Inman Senior Citizens Inc.	3 drivers
McPherson County COA Lindberg Senior Center	3 drivers, 3 dispatchers
McPherson County COA McPherson Senior Center	2 PT drivers, 2 PT dispatchers
Rice County COA	2 FT drivers, 1 PT driver, 1 FT dispatcher, 1 PT director

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

City of WaKeeney (1 vehicle) operates weekdays from 7:30 a.m. to 4:30 p.m. within the city limits.

ACCESS (10 vehicles) operates weekday service from 6 a.m. to 10 p.m. throughout Ellis County and operates within Hays Sun - Tues, 6 AM - 10 PM, and Wed - Sat, 6 AM - 3 AM.

City of Russell (1 vehicle) operates on weekdays (8:00 a.m. to 6:00 p.m.) and on Saturdays (9:00 a.m. to 4:00) within the city limits.

Rush County Public Transportation (1 vehicle) operates weekdays 8:00 a.m. to 4:30 p.m.

City of Great Bend COA (4 vehicles) operates weekdays 7:00 AM to 5:00 PM, cab = 5:00 AM to 6:30 PM within the city of Great Bend plus cab = 3-mile radius of city limits;
Sunflower Diversified Services (10 vehicles based in Great Bend) serves Barton, Rice, Rush, Pawnee and Stafford Counties located in the S.W., Central & Fort Hays regions operating weekdays 6 AM to 10 PM and weekends 8 AM to 4 PM in the Great Bend hub.

Pratt County COA (3 vehicles) operates weekdays (9 a.m. to 5 p.m.) within the county and to Wichita, Hutchinson, Great Bend, Greensburg, and Kingman.

Pawnee County Council on Aging (1 vehicle) operates 24 hours per day, 7 days per week throughout the County, and within a 250 mile radius.

City of Dodge City (4 vehicles) operates weekday service within city limits (7:30 a.m. to 10 p.m.);
Arrowhead West, Inc. (9 vehicles) serves Dodge city area with 7-day service (M-F, 6 a.m. to 10 p.m., Sat-Sun 8a.m. to 10 p.m.).

North Central Region:
City of Holyrood (1 vehicle)
Lincoln County Transportation (3 vehicles)
Ellsworth County COA (2 vehicles)
City of Wilson (2 vehicles)

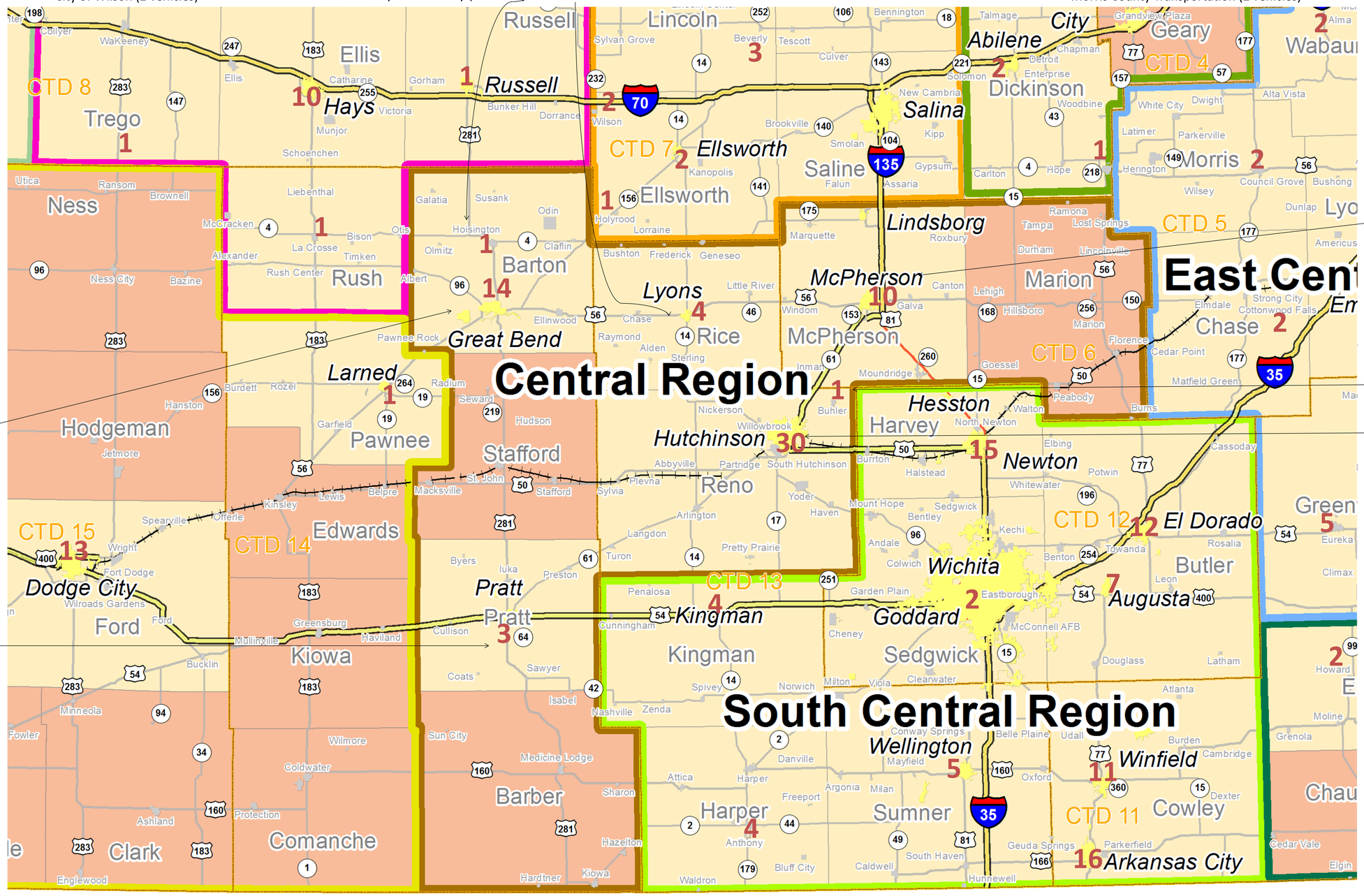
OCCK, Inc. (59 vehicles)
Central Kansas Mental Health Center
Saline County RSVP/
Kansas Wesleyan University (1 vehicle)

City of Hoisington COA (1 vehicles)

Rice County COA (4 vehicles)

Flint Hills Region:
City of Abilene (2 vehicles)
City of Herington/Hilltop Community Center (1 vehicle)

East Central Region:
Chase County (2 vehicles)
Wabaunsee Co. (2 vehicles)
Greenwood County COA (5 vehicles)
Morris County Transportation (2 vehicles)



McPherson County COA (5 vehicles) operates service from **Moundridge Senior Center** weekdays 8 AM to 2 PM within Harvey, Sedgwick, Reno, McPherson and Saline counties - requiring at least 7 riders per trip;
Inman Senior Citizens Inc. weekdays 9 AM to 4 PM but flexible for any hour, within Inman City, surrounding towns and the Wichita airport;
Lindsborg Senior Center weekdays 9 AM to 4 PM within boundaries south to Pawnee Rd, North to Winchester Rd, East to 18th Ave, West to 9th Ave;
McPherson Senior Center weekdays 8 AM to 4 PM within city limits and some out-of town medical trips;
Disability Supports of the Great Plains (5 vehicles – McPherson)

Buhler Sunshine Home (1 vehicle)

Reno County Public Transportation (18 vehicles);
TECH (7 vehicles);
Disability Supports of the Great Plains (5 vehicles - Hutchinson)

Elk Co. COA (2 vehicles)

South Central Region:
Harper County (3 vehicles)
Harvey county Transp. (6 vehicles)
Kingman county COA (2 vehicles)
City of Kingman Transportation Service (2 vehicles)
Sedgwick Co. DOA (1 vehicle)
Creative Comm. Living (12 vehicles in El Dorado and Winfield combined)
Cowley County Mental Health Center (6 vehicles)
Twin Rivers Developmental Services(16 vehicles)
Butler County DOA (7 vehicles)
City of Anthony (1 vehicle)
Prairie View (9 vehicles)
Cowley Co. COA (5 vehicles)
The ARC of Sedgwick Co. (1 vehicle)
Futures Unlimited (5 vehicles)

Potential Regions, CTDs, and Transit Availability

# of vehicles

Regions as defined in "KDOT Transit Regionalization Technical Memo"
Olsson Associates, March 6th, 2013. Updated May 30th, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Central: R1

Central Regional Outreach Meeting #2
Meeting Notes from Hutchinson

Hutchinson Meeting December 5, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from the City of Hoisington, Sunflower Diversified, McPherson County, Reno County Area Transportation (RCAT), Pratt Count Council on Aging, Bethany Home, Rice County Council on Aging were present. Representatives from Marion County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Joel Skelley, Josh Powers, and Cory Davis from KDOT Public Transportation were the KDOT representatives, along with Scott Lein.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. He reminded participants there will be a third round of meetings in the spring of 2014 where strategies will be finalized leading towards implementation on January 1, 2015.

Mark Swope began the presentation by reviewing the overall project. He introduced this part of the project as Phase Two. The needs assessment report was previously distributed to stakeholders, as was a needs prioritization survey that asked stakeholders to prioritize needs in their region. Both the needs assessment and the needs priority survey form the basis for the discussion at the meeting, and Phase 2 of the project. The needs identified by the stakeholders as higher priority will be the focus of this meeting. The study group has some initial ideas of what strategies could be used to address the region's needs, but stakeholders will be needed to successfully pinpoint the appropriate strategies for the Central Region's specific needs. The presentation for the Central Region is attached following the notes page.

Let's Talk about Strategies to Address the Region's Highest Priority Needs

Need to establish/continue regular communication between stakeholders in region

- *Option #1 – Develop processes and relationships where client would schedule medical appointments through transportation provider.*
    - This may only work on a smaller scale.

  - Sarah Krom, from Sunflower Diversified, said the Great Bend Dialysis Center calls transportation providers before calling clients to schedule appointments.
  - Barbara Lilyhorn, from RCAT, said she has a good relationship with both the Dialysis center and the career center.
  - Bethany Home makes calls directly to the hospital, but only for their residents. They must abide by the Health Insurance Portability and Accountability Act (HIPAA).
  - Barbara Lilyhorn (RCAT) thought it would help to figure out which communities have done Community Health Assessments.
- *Option #2 – Establish a transit advisory panel that includes representatives of major employers, medical providers, and jurisdictions that meets quarterly.*
  - Instead of developing an advisory panel, Bethany Home thinks these addition stakeholder could be invited to CTD meetings.
  - Sarah Krom (Sunflower Diversified) does informal communication with workforce centers.
  - Joel Skelley (KDOT) asked participants about other possible stakeholders that may help in regionalization.
  - Sarah Krom was unaware of any major employers. Medical and education employers are the only major employers she is aware of.
  - Barbara Lilyhorn thought of communities' council of mayors, foundations, or chambers of commerce.
  - Rick Witte, from McPherson County, said he has an industrial working group in McPherson.
  - Josh Powers said formalizing this cooperation is really important. Some stakeholders are funding these programs or are potential funders. Having these relationships will help in marketing.
  - This strategy will continue to be developed.
- *Option #3 – Develop centralized dispatching capabilities.*
  - Centralized dispatching would be helpful in addressing many issues, but there are currently no specifics for the Central Region.
  - Mark Swope responded to questions concerning current independent dispatchers and web-based tools in saying centralized dispatching must come first.
  - Josh Powers says there will be a summit on centralized dispatching software sometime in January in Wichita.
  - Dale Hoosier (Bethany Home) said adding a budget component would make dispatching easy.
  - Discussions were made on the difference between centralized dispatching and regional routes. The overall goal of centralized dispatching is seen to improve efficiencies. Joel Skelley added that this comes from legislators' request that transit demonstrates increased efficiencies.
  - Dale Hoosier (Bethany Home) brought up the option of using school buses.

  - Barbara Lilyhorn (RCAT) previously toured KCATA and found software to be key in their success.
  - Cory Davis (KDOT) believes this option could be developed in two or three regions, and then exported to other regions of the state.
  - This strategy will be advanced.
- *Option #4 – Institute a mobility manager to coordinate various transit agencies. Each agency could contribute in paying the position's salary.*
  - Rick Witte (McPherson County) asked if this position could work in conjunction with a board, i.e. transit advisory panel.
  - The coordinator could file grant opportunities, coordinate carpools.
  - Sarah Krom (Sunflower Diversified) would see the appeal of a mobility manager or centralized dispatch that is completely separate from any provider. A mobility manager would be tied to a centralized dispatch because they can see all the trips. Josh Powers reminded the meeting participants that it is really about doing what is best for the client.
  - Sarah Krom (Sunflower Diversified) was curious whether there is data available on how centralized dispatch allocates rides to each provider. Garden City is helping dispatch with Dodge City. Pre-dispatching rides were 400 per month, but now rides are eclipsing 2,000 per month. Centralized dispatching is also being practiced in the Flint Hills.

Need to address policy barriers in crossing jurisdictional boundaries

- *Option #1 – Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.*
  - Certain county commissioners are more flexible than others.
  - Josh Powers said there is a need to offer access to facilities outside the county, or else residents will move out.
  - Barbara Lilyhorn (RCAT) pointed out that there needs to be a financial incentive to join in regionalization efforts (or disincentive if it's not in the regionalization effort.)
  - Rick Witte (McPherson County) said St. Francis Hospital, in Saline County, offers transportation subsidies to take patients to Saline County rather than Hutchinson.

Need to increase the awareness of transit service

- *Option #1 – Modify provider naming conventions to clearly convey the agency's mission of providing general public transit service.*
  - This need is also related with the need to increase the perception of transit, so it is agreed they both can be considered together.
  - Rice County changed their name from "Rice County Minibus" to "Quivira Transit" and their ridership doubled.
  - Logos for transit could be designed by students as a contest.
  - KDOT wants to help with the branding as well.

- *Option #2 – Coordinated Marketing – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.*
- *Option #3 – Joint Branding – One informational number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.*
- *Option #4 – Full Branding Integration – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.*

Need to assess the feasibility of "some level of service" in counties presently without service

- *Option #1 – Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.*
    - The same MOU's could be developed through/with providers.
    - Marion County representatives were present at the meeting because Senior Transportation Services goes to Wichita two to three times per day.
- *Option #2 – Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.*

Final comments

Mark Swope concluded the meeting by discussing the next steps.

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

- The next round of meetings will happen in March or April. Communication will continue with specific providers between now and then. Governance and funding discussions will take place following the meetings in March/April.

To: Central Regional Committee

From: Mark Swope / Olsson Associates

Subject: Range of Transit Coordination Strategies for Region

Date: December 3, 2013

Background

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. We asked people to provide input on the importance of addressing each gap in order to prioritize our work to first developing strategies for those most critical needs/gaps. As funding for transportation services is tight at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working on with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 5, 2013 regional committee meeting in Hutchinson. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 5, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

Prioritization of the Needs / Gaps / Barriers

The focus of the August committee meeting was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the meeting were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs that encompassed those more specific needs identified at the local levels. This list is identified in Figure 1. This list was circulated to committee representatives and

other agency representatives attending the August meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed dozen needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents.

- Need to establish/continue regular communication between stakeholders in region.
- Need to address policy barriers in crossing jurisdictional boundaries.
- Need to increase the awareness of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

List of Strategies / Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 5, 2013 regional committee meeting is to discuss the broad range of concepts with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a summary of each of the concepts and to touch on current services/ conditions in the focus area. The information provided is intended to provide the critical background for discussion on December 5, 2013.

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 5, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be retained for more detailed review and evaluation.
- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 1: Central Region - Stakeholder Priorities Chart

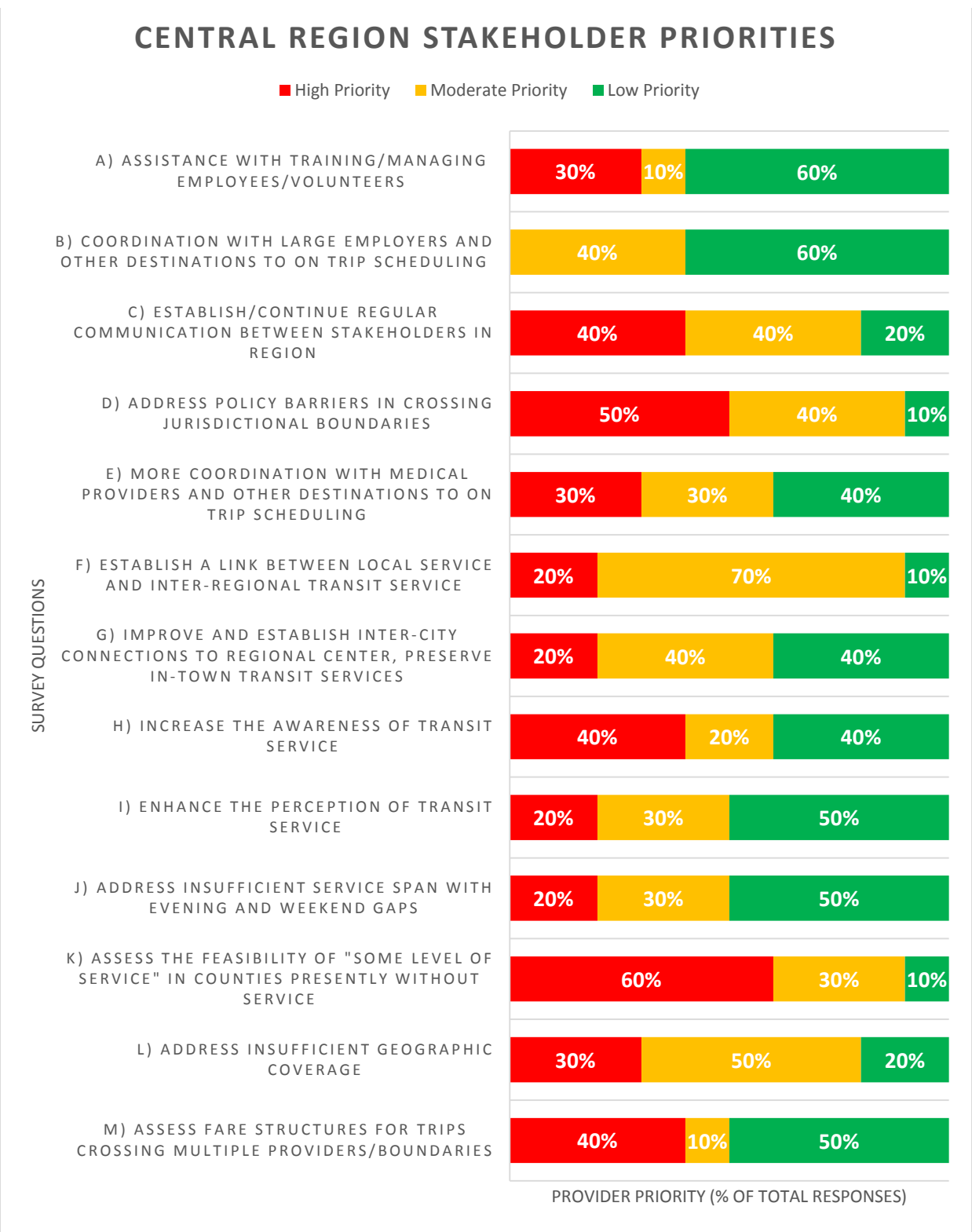


Table 1: Central Region – Alternate Strategy Summary

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to establish/continue regular communication between stakeholders in region.		
Option 1: Develop processes and relationships where client would schedule medical appointments through transportation provider.	Presently – Clients schedule dialysis appointments independently and then arrange transportation. Opportunities for grouping trips are rare resulting in low rider volumes.	Would require dialysis center and medical providers to proactively identify and schedule transit-dependent patients to particular times or days. Places an onus on medical providers.
Option 2: Establish a transit advisory panel that includes representatives of major employers, medical providers, and jurisdictions that meets quarterly.	Presently – No formal communication venue between transportation providers and stakeholders currently exists.	-Formal communications between providers and stakeholders vis a vis an advisory panel made up of stakeholders could greatly enhance communication. -Would require an interest and a commitment of time from each stakeholder. -May only be practical for larger providers within the region.
Option 3: Develop centralized dispatching capabilities.	Presently – There are currently no providers with centralized dispatch capabilities.	-May benefit from centralized dispatch capabilities. -Would require other operational coordination to occur, such as fare agreements, ridership allocation, etc. -Could be an outcome of a regional route.
Option 4: Designate a mobility manager that coordinates communication among all transportation providers and stakeholders in the region.	No inter-regional coordination is taking place currently. All providers are independently serving the needs of their clients.	

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to address policy barriers in crossing jurisdictional boundaries		

Option 1: Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.	Many legislative bodies limit provider's ability to cross jurisdictional boundaries, fearing subsidizing service to another county's residents. This fear can be partially mitigated if other county is paying for some of the service being received	Could contract out all or part of service.
Concept Strategy – Need Addressed	**Background – Current Conditions**	**Comments**
Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.	"Council on Aging", "Developmental Services", names associated with senior services or mental health may confuse potential public transit clients.	
Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual provider's transit service.		Relatively high density of public transit agencies may be an opportunity.
Option 3: **Joint Branding** – One informational number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.		Would still require a client to make multiple calls to schedule a trip. Clients unlikely to use the informational number more than once, and afterwards, directly call the appropriate transit agencies.
Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.		Would require significant coordination and integration of services. May have the largest impact on users in terms of making long distance trips or using trips of multiple providers.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to assess the feasibility of "some level of service" in counties presently without service.		
Option 1: Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.	There may be providers in the region with sufficient capacity to provide service in adjacent counties	Could contract out all or part of service.
Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.	Some counties currently without service, or with low levels of service, may be adjacent to counties without capacity to provide additional service.	Would still require local participation in terms of local match, providing space to store vehicle, access to spare drivers. Long distances may create management difficulties. Could contract out all or part of service.

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 5th, 2013
Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

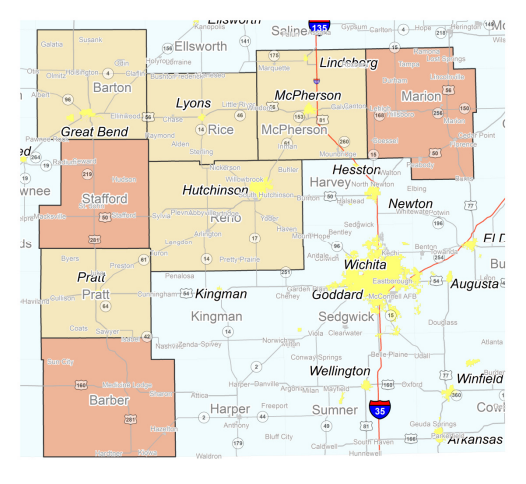
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the following High Priority Needs:
  - Need to establish/continue regular communication between stakeholders in region.
  - Need to address policy barriers in crossing jurisdictional boundaries.
  - Need to increase the awareness of transit service.
  - Need to assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The Central Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Central Identified High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to address policy barriers in crossing jurisdictional boundaries.
- Need to increase the awareness of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
  - Option 1: Develop processes and relationships where client would schedule medical appointments through transportation provider.
  - Option 2: Establish a transit advisory panel that includes representatives of major employers, medical providers, and jurisdictions that meets quarterly.
  - Option 3: Develop centralized dispatching capabilities.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address policy barriers in crossing jurisdictional boundaries.
  - Option 1: Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to increase the awareness of transit service.
  - Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.
  - Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.
  - Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.
  - Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.

Potential Strategies to Address High Priority Needs

- Need to assess the feasibility of "some level of service" in counties presently without service.
  - Option 1: Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.
  - Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.

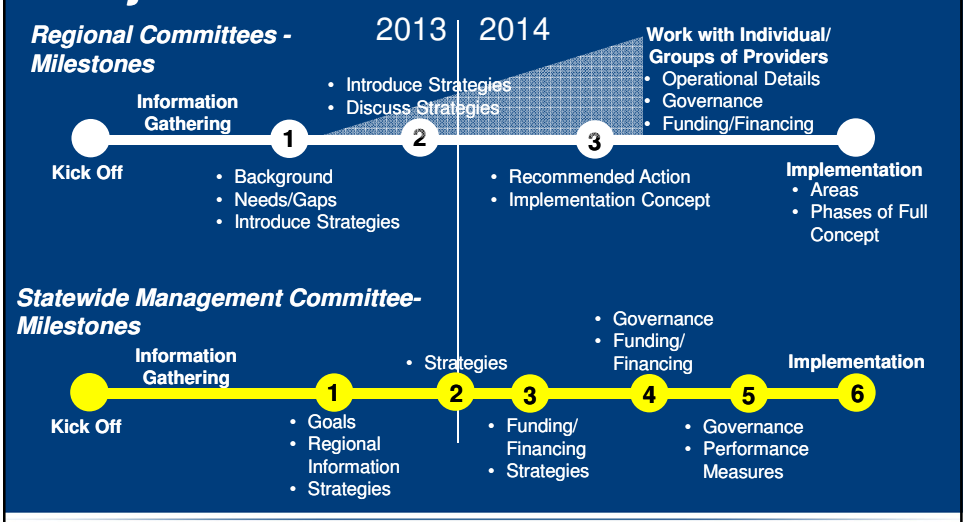
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Central Identified Moderate Priority Needs

- Need more coordination with medical providers and other destinations to on trip scheduling.
- Need to address fare structure for shared trips.
- Need to enhance the perception of transit service.
- Need to address insufficient service span with evening and weekend gaps.
- Need to address insufficient geographic coverage.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Central Region

DATE - 12/5/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Donita Crutcher PH: 620 653 4125	City Hoisington Coun of Aging	dcrutcher@hoisingtonks.org
Sarah Krom PH: 620 792-1321	Sunflower Diversified Trans. Coor.	SEKROM@sunflowerdiv.com
Rick Witte PH: 620-241-8149	McPherson County	
Ron Loomis PH: 620-727 5258	McPherson County	
Sondra Frank PH: 620-241-1848	McPherson Senior Center	slfcheer@yahoo.com
Barbara Lilyhorn PH: 620-694-2910	Reno County Area Transportation	barbara.lilyhorn@renogov.org
Tracy Petz PH: 620-672-7811	Pratt Co. COA	tracypetz@yahoo.com
Dale Hoosier PH 785-227-2334	Bethany Home	dhoosier@bethanyhome.com

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Sue Ellis PH: 620 257-5153	Rice Co Council on Ag	
Rev Roger Fleming PH: 620-382-2185	Marion County county commissioner	
PH:	Pratt County?	
PH:		
PH:		
PH:		
PH:		
PH		

OLSSON ASSOCIATES | URS | SRF

Central Regional Working Session
Meeting Notes from Hutchinson

Hutchinson Meeting

April 2nd, 2014

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from the City of Hoisington, Rice County Council on Aging (Quivira Transit), Multi-Community Diversified Services (MCDS), Pratt County Council on Aging, Reno County Public Transportation, Disability Supports of the Great Plains (DSGP)/McPherson County, City of Great Bend Council on Aging, Multi-Community McPherson County Council on Aging (MCCA) and Bethany Home were present. Representatives from Barton County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, Scott Lein and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Mark Swope provided a broader overview of the regionalization implementation project. He said the proposed regions of the state will have some overlap with the CTD's.

Josh Powers introduced the meeting. Josh thanked people for coming and reminded stakeholders of the fourth round of regional meetings to discuss funding and administration. But before the costs for are discussed in length, the considered concepts will be presented.

Mark Swope introduced the four strategies being considered including coordinated scheduling, transit service costing, mobility management and explore establishing a transit advisory panel. These strategies were chosen based on the top priority needs identified by the stakeholders in the Central Region including:

- Establishing/continue regular communication between stakeholders in the region.
- Addressing policy barriers in crossing jurisdictional boundaries.
- Increasing the awareness of transit service.
- Assessing the feasibility of "some level of service" in counties presently without service.

The goal for the working session was to come out with directions about where to go with the potential strategies. This presentation will serve as a starting point, with further discussion to follow.

Centralized Dispatch

The strategies involving coordinated dispatching were discussed, including:

- Centralized scheduling of regional/long distance trips
- Centralized scheduling of all trips
- Centralized scheduling of all trips (central call number)

Questions/Comments

Tom Worker-Braddock explained the differences between each of these options. Clarification was needed after presenting the option of establishing a single central call number for an individual region.

- Stakeholders were generally concerned about who would be in charge of the coordination since they did not believe smaller local agencies would be able to handle the new responsibilities. Individuals wondered if a lead agency would be an appropriate measure in this circumstance. Josh Powers explained KDOT's interests are whatever is best for each region, so a lead agency may be helpful if that's the consensus of the region. KDOT would also be willing to provide new funding to support these regionalization efforts. There are great benefits to knowing where buses are located within the region.
- Barbara Lilyhorn liked the idea of using a web portal because it helps capable people to schedule their trips. To sustain a legitimate on-time performance, paratransit services has to provide the service within a 24-hour notice.
- R-CAT was looked at as a potential leading agency. Presenters asked if anyone had issues with R-CAT taking a leadership role. Some stakeholders voiced concern over the possibility of dispatchers in Hutchinson scheduling Great Bend trips since their knowledge of the city may be less than those living in the city. The following capacity information was shared by R-CAT staff:
    - Handles an average of 125 per day; usually is somewhere between 100 and 150 calls.
    - Three dispatchers are currently employed, two being full-time. Considering there are additional responsibilities for the dispatchers, they could handle around 25 more calls per day.
    - The dispatch center is currently full, but they could turn the small conference room into a smaller dispatch room. Of the calls they receive, many of them are calls asking the location of the fixed route vehicles.
    - A provider believes there will need to be more people hired to implement this strategy. Cory Davis said ridership has seen a sharp increase in this area, so the provider may be right.
    - Questions came up concerning fare reimbursement and how to work with both 5310 and 5311 providers within the same region.

Regional Intercity Service

Mark Swope initiated a discussion on regional routes, and asked providers about establishing regional intercity service, and the current conditions for those wanting to take intercity trips.

Questions/Comments

- McPherson doesn't travel to Wichita.
- Bethany Homes receives a large number of medical-related trip requests every day. They feel like there's a clear need for a regional route, especially for medical trips. Bethany Homes has had discussions with medical providers/dialysis centers in both Salina and Wichita about providing additional service.
- OCCK does provide trips to Wichita and the Veterans Administration in Salina has a volunteer van that travels between Hutchinson and Wichita.
- Rice County travels to Hutchinson for dialysis appointments Monday, Wednesday and Friday.
- Both Volunteers in Action and RSVP, based in Great Bend, take riders to Wichita. RSVP is funded through Great Bend's city budget. They felt like it's important to see exactly how many more medical appointments are forced to be rescheduled because of conflicts with acquiring adequate transportation to and from the appointment locations.
- Certain areas were identified as locations for rising demand including Great Bend and especially to Wichita, according to Tracy Petz from Pratt County COA. Demand could even be higher than expected considering the number of riders who are denied trips due to lack of resources or a limited service area range.
- Following these discussions on the demand for regional routes, the study team will explore the feasibility of formalizing links between Hutchinson and Salina, and Hutchinson and Wichita.

Mobility Manager Position

The mobility manager position was discussed, including the position's duties, goals, potential organizational models and funding opportunities. The position would look to be a central point where information is available and where someone can cross communication lines and jurisdictions. Responsibilities would include things like developing printed material for regional efforts, coordinating with other regions, evaluating performance measures for existing services and travel training to both customers and providers among other tasks.

Questions/Comments

The stakeholders clearly understood what a mobility manager would be expected to do, but were still not sure how the position would be funded or administered. Questions came up referring to:

- Who the mobility manager would report to
- Could a mobility manager be responsible for two different regions
- Could a local match be determined by property tax valuation in each county within the region

Mark Swope compared the proposed position to a grant-funded employee. This employee could act as either an independent contractor or an employee of a particular organization, but funded and responsible to another organization(s) and region as a whole. The consensus was to continue development of the mobility manager position(s).

Transit Advisory Panel

Establishing a transit advisory panel would include an increased effort to engage a broader group of stakeholders, including 5310 providers. This panel, compared to a regional governing board, would have a broader representation of organizations including transportation providers, medical providers, major employers and major educational facilities.

Questions/Comments

Comments made from stakeholders on the potential development of a transit advisory panel centered mostly on how it would be structured and the exact responsibilities of the panel. Stakeholders brought up comments and questions including:

- Could there be a distinction made between an advisory panel and a policy-making panel?
- Is there a way to segregate decisions affecting only the 5311 providers? For example, there could be a specific 5311 board making the decisions, but with additional input from other perspectives would be invited to participate. Connie Spencer, from KDOT, felt it should not be taken lightly how difficult it could be to attract other interested parties.
- Considering this board or panel may have a responsibility to make decisions affecting many people within the Central Region, it will be important for these members to have consistent participation in the group. Issues with attendance have been resolved in the past by organizations like the Mid-America Regional Council. The Metropolitan Planning Organization (MPO) for Kansas City agreed on attendance requirements for their Transit Board so that members could not vote on decisions unless their attendance at the board's meetings was a certain percent.
- Since the Mid-Iowa Development Association Council of Governments (MIDAS), based in Fort Dodge, Iowa, was one of the original organizations to regionalize rural transit services, stakeholders were curious about how they are governed. The lessons learned in their regionalization efforts could potentially translate to what is being implemented in Kansas.

Coordination with Medical Providers

Tom Worker-Braddock presented a strategy to the stakeholders involving steps towards coordinating with medical providers around the region. .

Questions/Comments

Providers were unsure of how KanCare would interact with this coordination. Currently, there is money on the table because KanCare provides money for rides, but most people do not take advantage. Transportation providers can enter into agreements with insurers to provide subsidized transportation for trips to medical appointments. Reno County Health Department recently created a pilot project where they provide free vouchers for transit rides to five partnering medical agencies throughout Hutchinson. Those agencies can then distribute the vouchers to clients who have urgent medical needs and are without any transportations options.

Other

Mark Swope presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Mark concluded the meeting with Josh Powers adding some additional closing remarks. The effort will make a point to engage local officials in the fall once each region has reached consensus on details of the final strategies.

Regional Committee Meetings #3 – Central Region Agenda / Outline

April 2014

Introductions and Reintroductions	**-**	**10:00 – 10:10**
Overview	**-**	**10:10 – 10:30**
Centralized Scheduling Discussion	**-**	**10:30 – 12:00**
Lunch	**-**	**12:00 – 12:30**
Cost Allocation Discussion	**-**	**12:30 - 1:00**
Mobility Management Discussion	**-**	**1:00 - 1:45**
Wrap-up	**-**	**1:45 - 2:00**

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Central Region Working Session #3

April 2, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

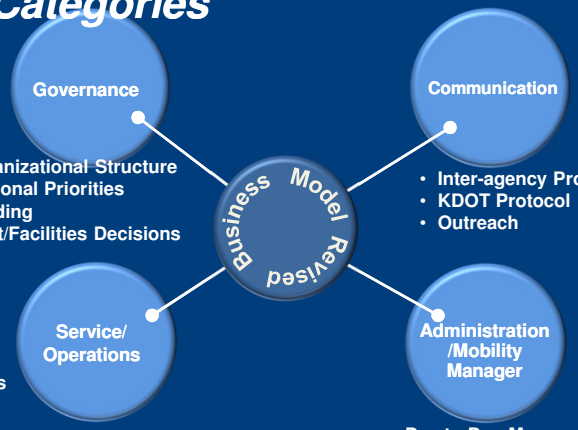
Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
  - Explore Establishing a Transit Advisory Panel
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Establish/continue regular communication between stakeholders in region.
  - Address policy barriers in crossing jurisdictional boundaries.
  - Increase the awareness of transit service.
  - Assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Dispatch

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

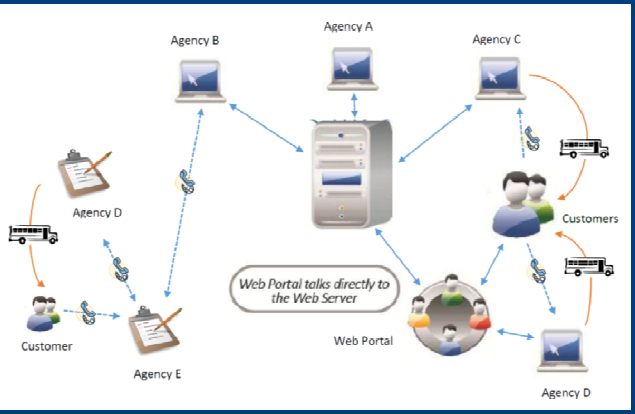
Option 2 – Centralized Scheduling of All Trips

Option 3 – Centralized Scheduling of All Trips (Central Call Number)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

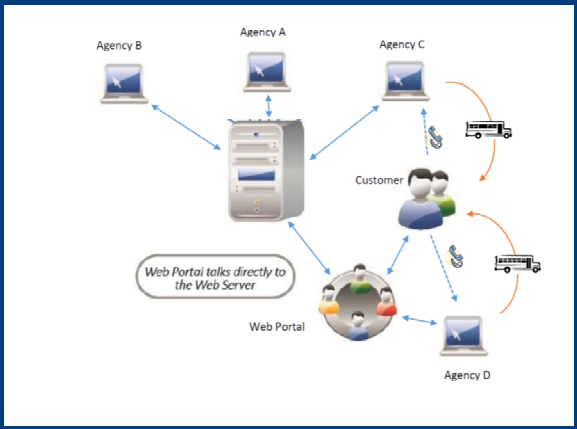
Option 1 – Centralized Scheduling of Regional/Long Distance Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

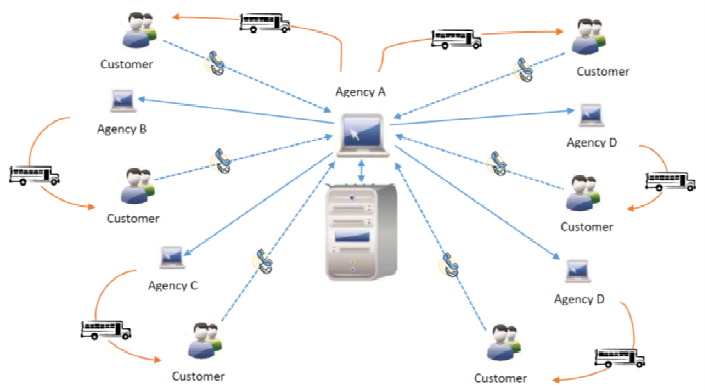
Option 2 – Centralized Scheduling of All Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

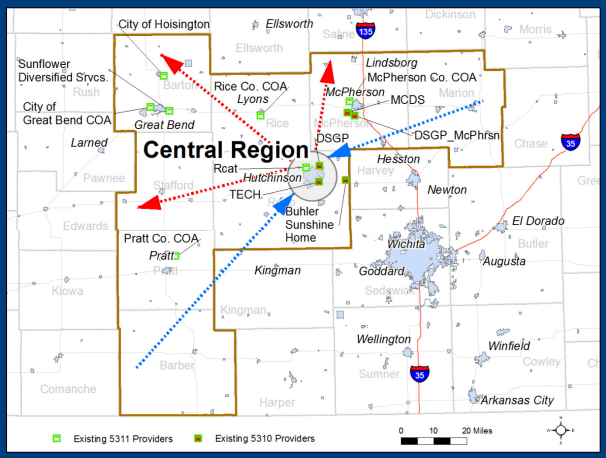
Option 3 – Centralized Scheduling of All Trips (Central Call Number)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

R-CAT Capacity

Question
Is it a REASONABLE assumption that R-CAT would be location for centralized dispatch?

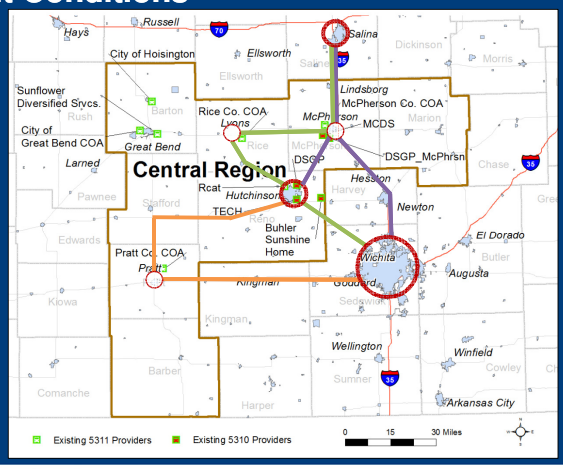
R-CAT Numbers

Current Staffing:	How many more rides per month?
1 More Dispatcher:	Can it handle all the new request?
Current Space:	Can it handle room for another dispatcher?
Current Building:	How many more monthly trips?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$		$	

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$Allocated\ Hours\ Cost = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual) vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate		70.32%		
(Total Fixed Cost as a % of Total Variable Cost)				
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing:		Projected Annual Hours		520
Fully Allocated Cost		Projected Annual Miles		5200
for new or modified service		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

Mobility Manager Position Duties

- Customer Level
  - Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
- Organizational Level
  - Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Manager Responsibilities

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Transit Advisory Panel

- What is the main purpose for the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- Under what organization would panel be governed under?

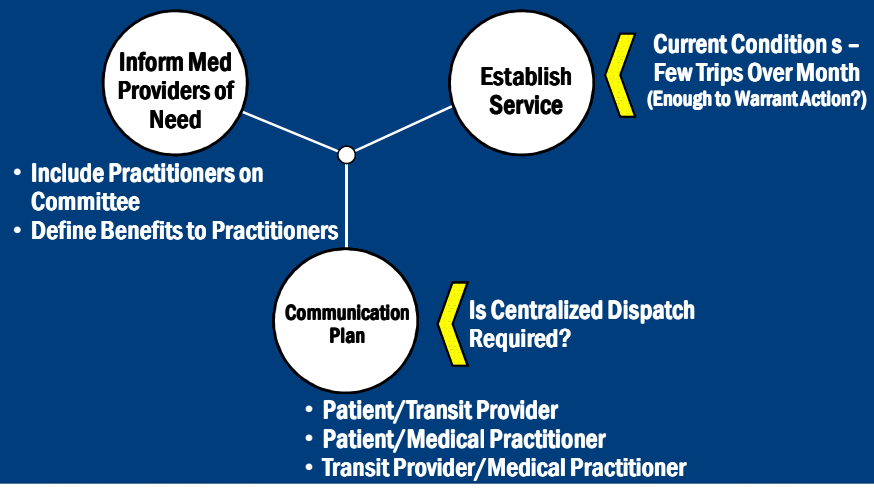
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Explore Establishing a Transit Advisory Panel
- Other Strategies

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Northwest

Proud Partner of Kansas Rides South Central

Proud Partner of Kansas Rides Urban

Proud Partner of Kansas Rides Central

Proud Partner of Kansas Rides Flint Hills

Proud Partner of Kansas Rides Northeast

Proud Partner of Kansas Rides Southwest

Proud Partner of Kansas Rides Southeast

Proud Partner of Kansas Rides North Central

Proud Partner of Kansas Rides East Central

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Southwest

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Central Region Meeting #3

DATE - 4/2/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Donita Crutcher PH: 620 653 4125	City Hoisington City Clerk	dcrutcher@hoisingtonks.org
Elizabeth Peterson PH: 620-257-5753	Rice Co. Council on Aging Quivira Transit - Director	elizabeth@riceaging.kscoxmail.com
Brad Clark PH: 620-241-6693	MCDS Transportation Director	bclark@mcds-ks.org
Tracy Petz PH: 620-672-7811	Assit Pratt Co. COA	tracypetz@yahoo.com.
Rachel Boockmeyer PH: 620 793 1800	Barton County Administrator	rboockmeyer@bartoncounty.org
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Natalie Goertzen PH: 620-694-2913	Reno County	natalie.goertzen@renogov.org
Scott Lein PH	KDOT	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Barbara Lilyhorn PH: 620-694-2910	Director Reno Co. Public Transportation	barbara.lilyhorn@renogov.org
Jon Zehnder PH: 620-241-8411	DSGP & McPherson Co.	jon@dsgp.org
Jamie Bounds PH: 620-669-8522	Disability Supports of the Great Plains	Jamie@dsgp.org
Rosy Tomlin PH: 620-792-3906	City of GB / COA Great Bend	gbseniorcenter@yahoo.com
Terry D. Bolte PH:	Director - MCCA	tbolte57mcca@att.net
Dale Hoosier PH: 785-227-2334 x 142	Dev. Dir.	dhoosier@bethanyhome.com
PH:		
PH		

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding the provision of service outside their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect costs, and how to allocate that cost to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to ensure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case a new Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

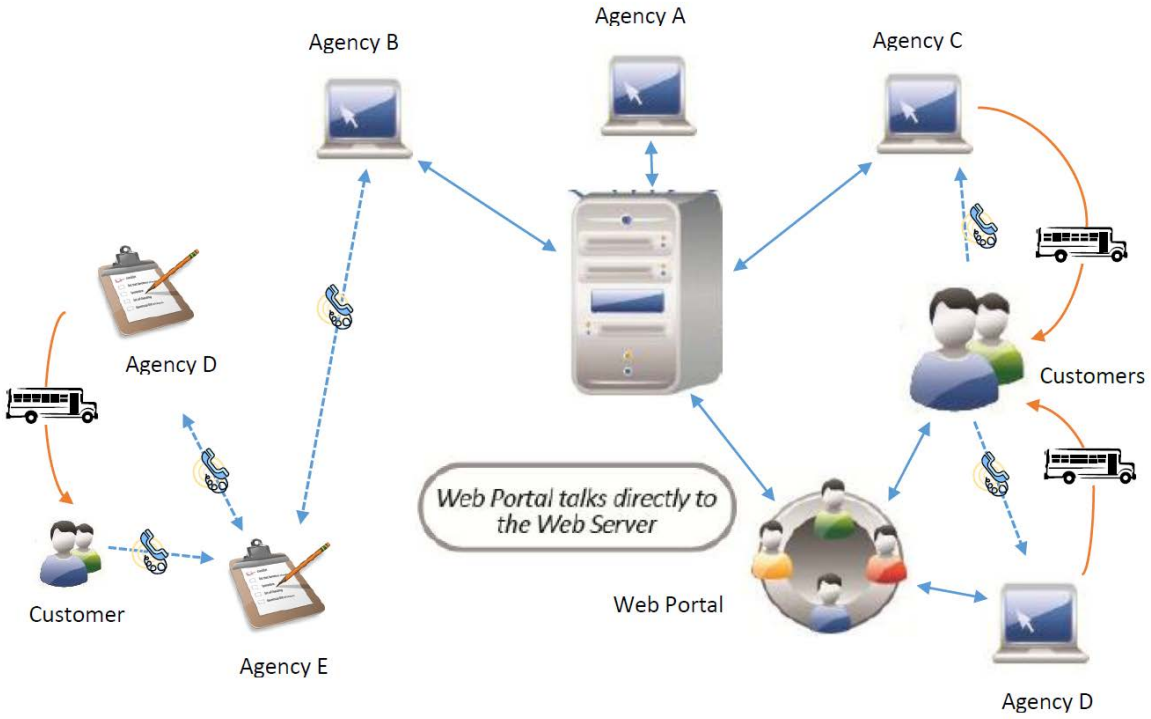
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

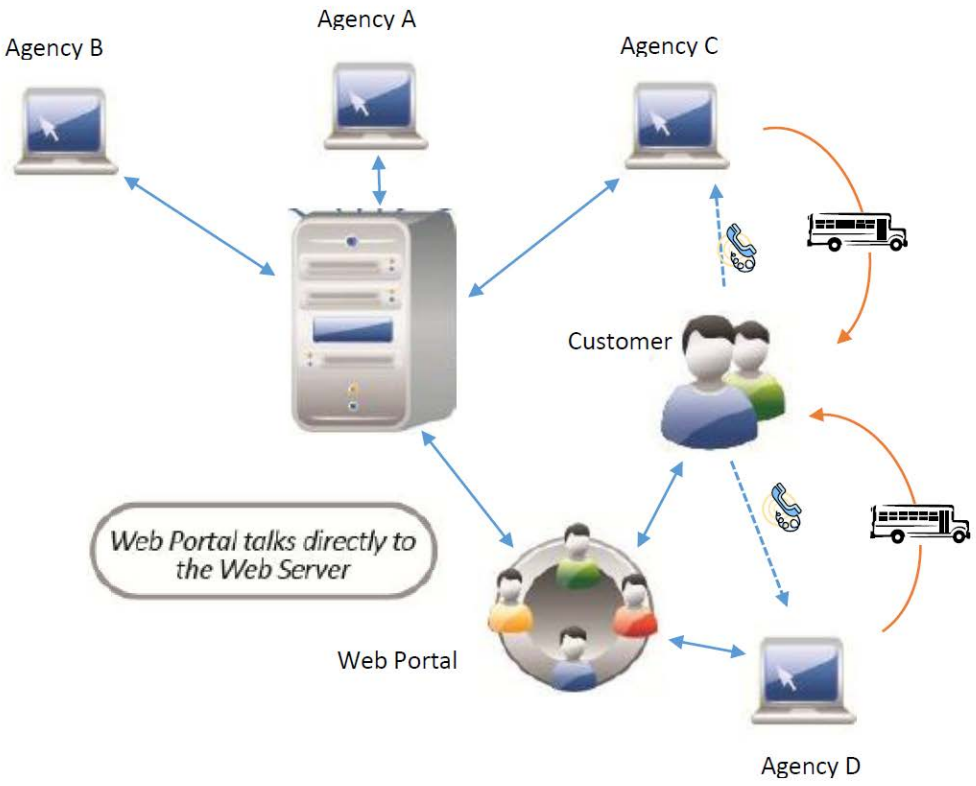
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

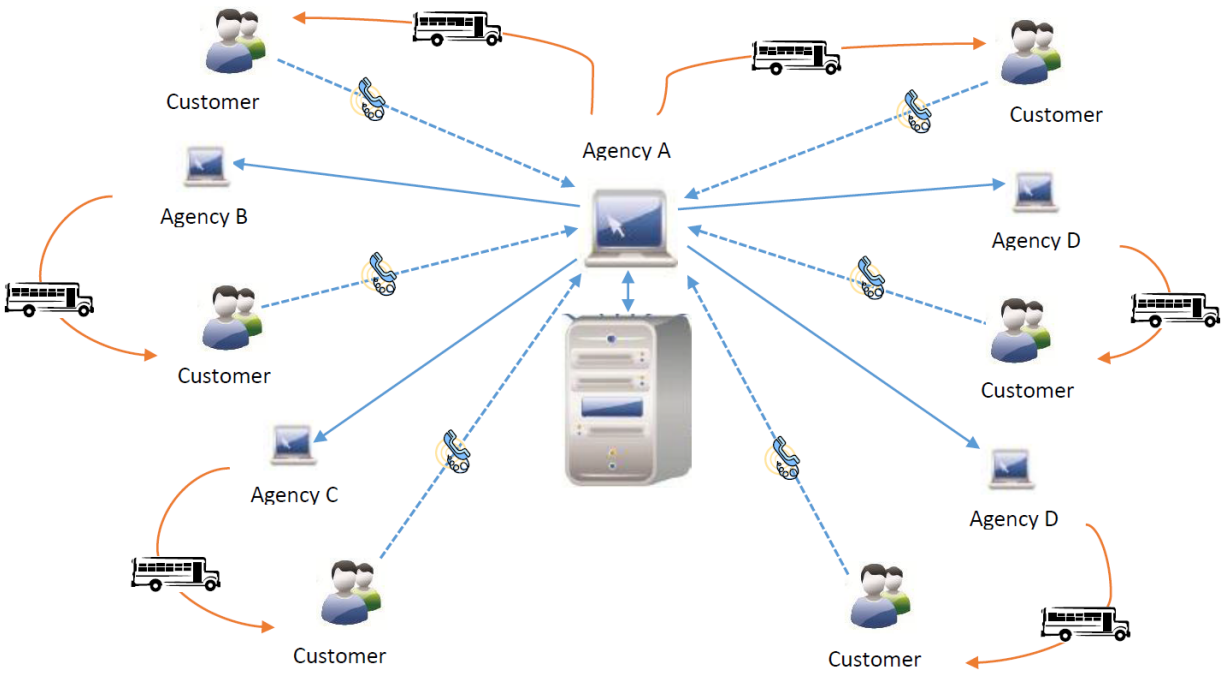
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model – Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Central Region for example, there still remains three counties without either a 5311 or 5310 provider including Marion, Stafford and Barber Counties, so individuals from those counties should also be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

Central Regional Committee Meeting
Meeting Notes from Hutchinson

Hutchinson Meeting

September 10th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from the City of Hoisington Commission on Aging, Rice County Council on Aging (Quivira Transit), Multi-Community Diversified Services (MCDS), Pratt County Council on Aging, Reno County Public Transportation, Disability Supports of the Great Plains (DSGP)/McPherson County, Bethany Home, Sunflower Diversified, Bethesda Homes, were present. Representatives from Marion County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, and Scott Lein were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore.

Introduction

Josh Powers began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.

The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting

Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service

There are two opportunities for inter-regional services, but no exclusive service within the region only. Primary travel movements were found from McPherson to Salina and from Hutchinson to Wichita. Each transit connection is suggested to operate initially at one roundtrip per day for four days each week. Considering the defined level of service and the potential cost recovery rates, Mark Swope asked stakeholders whether their expected amount of local match would be a reasonable amount of money for their funders to allocate.

Questions/Comments

- McPherson County wasn't sure if the county would be solely responsible for funding their part of the local match or not. They also don't feel like the Hutchinson to Wichita route would be used very much.
- Barbara Lilyhorn, from Reno County Area Transit (R-CAT), believes there needs to be some time and effort spent towards comparing what it costs to currently operate the route and how much more/less it would be to implement the new route. Money for the route should ultimately be spent in the most efficient way possible. She believes the route would be used and could potentially convince her county commissioners to help fund, but there will be some who think differently. There may not be as much demand because potential riders are not aware of any service to Wichita, so they don't request the trip.

- Mark Swope reminds the stakeholders the number of potential riders is difficult to predict. This reality makes it challenging to accurately connect a specific number of new riders to help justify the local match investment before implementing either of the regional routes. The initial estimates Olsson Associates provided helps in answering how many riders will use the new service, but that number is still not very reliable. In the end, if this route is not worth developing, we need to know before we develop this strategy any further.
- Sarah Krom, from Sunflower Diversified, informed the group that Great Bend is undergoing a big change in which their riders may no longer be travelling to Hutchinson, but rather to Hays. This is still in the works, so changing any strategies now would be premature.
- Josh reassured the group that we don't have to agree on everything today since things change all the time. Implementation of the strategies may not be for another two or three years, but that's okay. The timeline for implementation according to the presentation is really looking at the calendar year instead of the grant cycle year.

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Hutchinson, at the Rcat facility. The position may be under the payroll of Rcat, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- There were no reservations over hiring a mobility manager for the region and its proposed responsibilities and structure.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Hutchinson. Rcat has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- It was confirmed that there would be no way for KDOT to recoup the costs from Trapeeze if they went with another software provider.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Barbara Lilyhorn commented on the regional board structure. She looked at the current representation of the CTD, and felt that it would be important for there to be clear representation in any new CTD structure.

- Mark Swope responded to Barbara's comments in saying the funder would officially represent the board, i.e. stakeholders who are elected or appointed officials. Further discussion is needed to decide how much power or authority this board would really have.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- No further comments or questions were made by the region's stakeholders.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Central Regional Committee Meeting-4 **DATE –** 9/10/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Donita Crutcher PH: 620 653 4125	City Hoisington Com Dev City Clerk	dcrutcher@hoisingtonks.org
Sarah Krom PH: 620 792 1321	Sunflower Div. Ser Tran Coor	SEKrom@sunflowerdiv.com
Scott Lein PH: 785-368-7091	KDOT	
Brad Clark PH: 620-241-6693	MCDS	bclark@mcds-145.org
Natalie Goertzen PH: 620-694-2913	Reno Co	natalie.goertzen@renogov.org
Stracy Petty PH: 620-672-7811	Pratt Co. COA	stracypetty@yahoo.com
Barbara Lilyhorn PH: 620-694-2910	Acat	barbara.lilyhorn@renogov.org
Jamie Bounds PH 669-8522	Disability Supports	Jamie@dsgp.org

OLSSON ASSOCIATES | URS | SRH

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Central Regional Committee Meeting - 4 **DATE –** 9/10/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Elizabeth Peterson PH: 620-257-5153	Exec. Director Rice Co Council on Aging	rcca.director@gmail.com
Jon Zehnder PH: 620-241-8411	Director of Advocacy & Policy	jon@dsgp.com
Eric Schrag PH: 620-367-2291	CEO/Administrator Bethesda Home	eschrag@bethesdahome.org
Dan Holub PH: 620-381-1247	Marion County Commissioner	dan-navord@hotmail.com
Jon Moore PH:	OA	
Mark Swope PH:	OA	
Josh Powers PH:	KDOT	
Cory Davis PH	KDOT	

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
DALE Hoosier PH: 785-227-2334 x142	Dev. Dir. Bethany Home Lindsborg	dhoosier@bethanyhome.com
PH:		
PH:		
PH:		
PH:		
PH:		
PH:		
PH		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Central Regional Committee Meeting #4

September 10, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

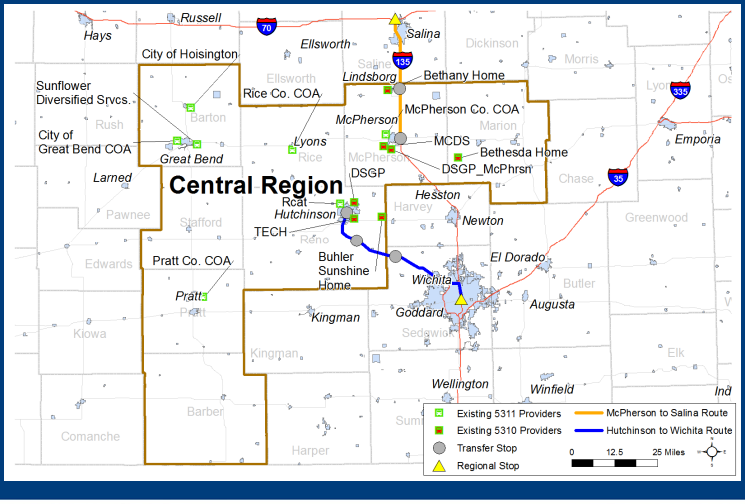
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

	McPherson Route	Hutchinson Route
Annual Operating Cost	$16,000 to $67,000	$21,000 to $86,000
Capital Cost	One Vehicle	One Vehicle
Travel Time	58 minutes	40 minutes
Mileage	55	71
Intercity Stops Population	13,699	44,052
Activity Center (Population)	Salina (45,654)	Wichita (422,301)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

	McPherson Route			Hutchinson Route		
Trips/week	1x	2x	4x	1x	2x	4x
Annual Operating Cost	$16,736	$33,472	$66,944	$21,548	$43,096	$86,192
Estimated Annual Roundtrip Ridership	641	898	1,257	912	1,276	1,787
Annual Operating Cost per Rider	$26	$37	$53	$24	$34	$48
Average Fare (50% Cost Recovery)	$13.5	$19	$27	$12	$17	$24
Average Fare (25% Cost Recovery)	$7	$10	$14	$6	$8.5	$12
Average Fare (10% Cost Recovery)	$3	$4	$5.5	$2.5	$3.5	$5

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (10% Cost Recovery Rate)

Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$96,000	$41,000	$96,000	$41,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Barber	4,867	NO	NO	$0	$0
Barton	27,556	YES	NO	$0	$0
McPherson	29,208	YES	YES	$12,998	$15,875
Marion	12,565	NO	NO	$0	$0
Pratt	9,670	YES	NO	$0	$0
Reno	64,346	YES	YES	$17,874	$20,946
Rice	10,077	YES	NO	$9,478	$11,195
Stafford	4,398	NO	NO	$2,160	$2,495

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (25% Cost Recovery Rate)

Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$80,000	$34,000	$80,000	$34,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Barber	4,867	NO	NO	$0	$0
Barton	27,556	YES	NO	$0	$0
McPherson	29,208	YES	YES	$10,832	$13,709
Marion	12,565	NO	NO	$0	$0
Pratt	9,670	YES	NO	$0	$0
Reno	64,346	YES	YES	$14,895	$17,967
Rice	10,077	YES	NO	$7,108	$8,396
Stafford	4,398	NO	NO	$1,620	$1,871

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (50% Cost Recovery Rate)

Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$54,000	$23,000	$54,000	$23,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Barber	4,867	NO	NO	$0	$0
Barton	27,556	YES	NO	$0	$0
McPherson	29,208	YES	YES	$7,221	$10,098
Marion	12,565	NO	NO	$0	$0
Pratt	9,670	YES	NO	$0	$0
Reno	64,346	YES	YES	$9,930	$13,002
Rice	10,077	YES	NO	$4,739	$5,597
Stafford	4,398	NO	NO	$1,080	$1,247

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Mid-term (2016 – 2017)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Barber	4,867	NO	NO	$0	$0
Barton	27,556	YES	NO	$0	$5,882
McPherson	29,208	YES	YES	$0	$6,199
Marion	12,565	NO	NO	$0	$0
Pratt	9,670	YES	NO	$0	$2,454
Reno	64,346	YES	YES	$0	$12,934
Rice	10,077	YES	NO	$0	$2,532
Stafford	4,398	NO	NO	$0	$0

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

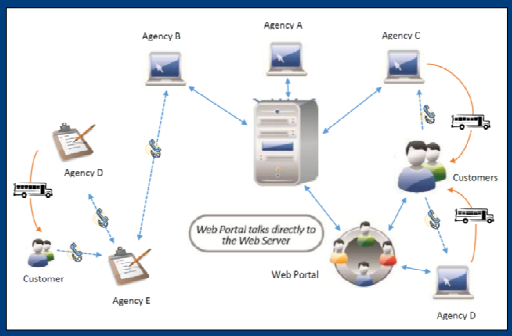
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Barber	4,867	NO	NO	$0	$0
Barton	27,556	YES	NO	$978	$978
McPherson	29,208	YES	YES	$1,037	$1,037
Marion	12,565	NO	NO	$0	$0
Pratt	9,670	YES	NO	$343	$343
Reno	64,346	YES	YES	$2,284	$2,284
Rice	10,077	YES	NO	$358	$358
Stafford	4,398	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

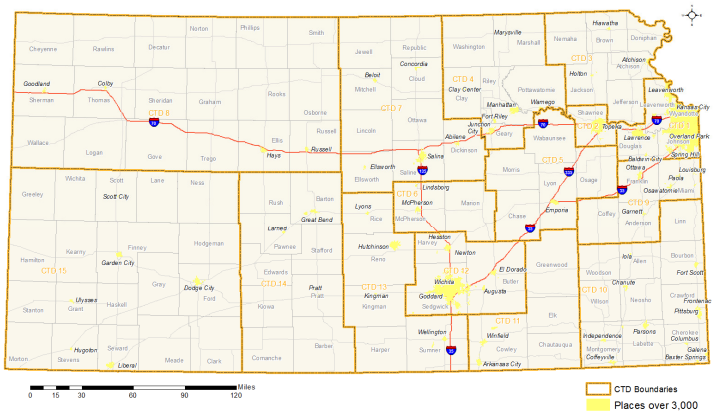
Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



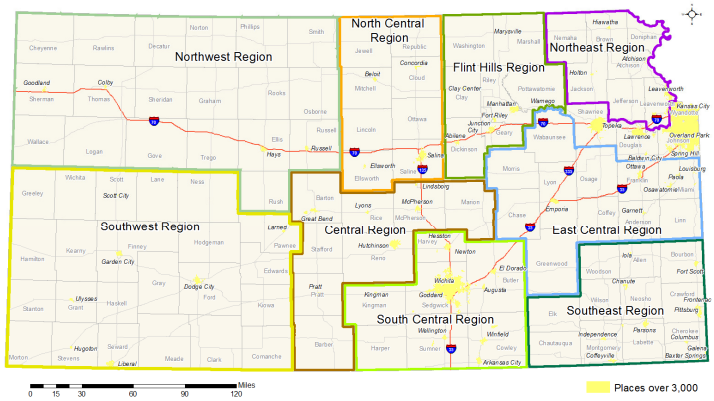
Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

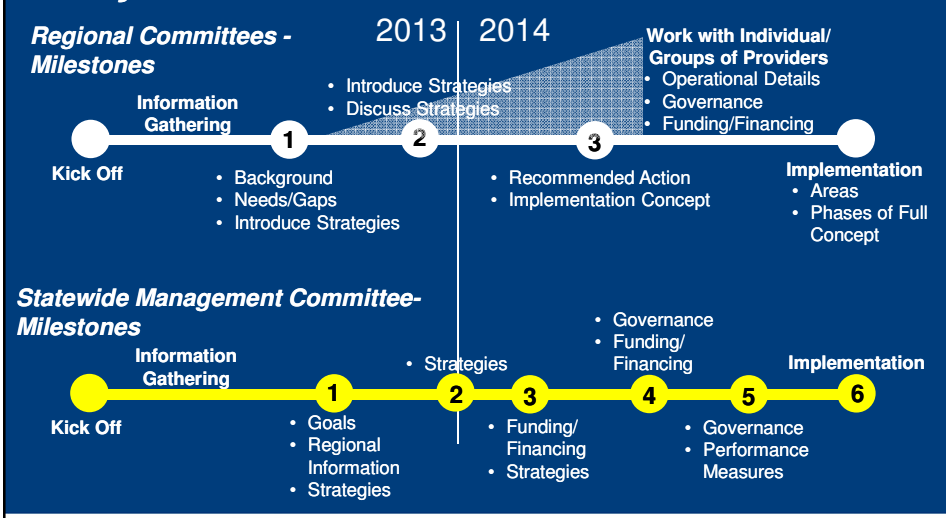
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Central Regional Committee Meeting #4

September 10, 2014

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – Central Region Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual

roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)

- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

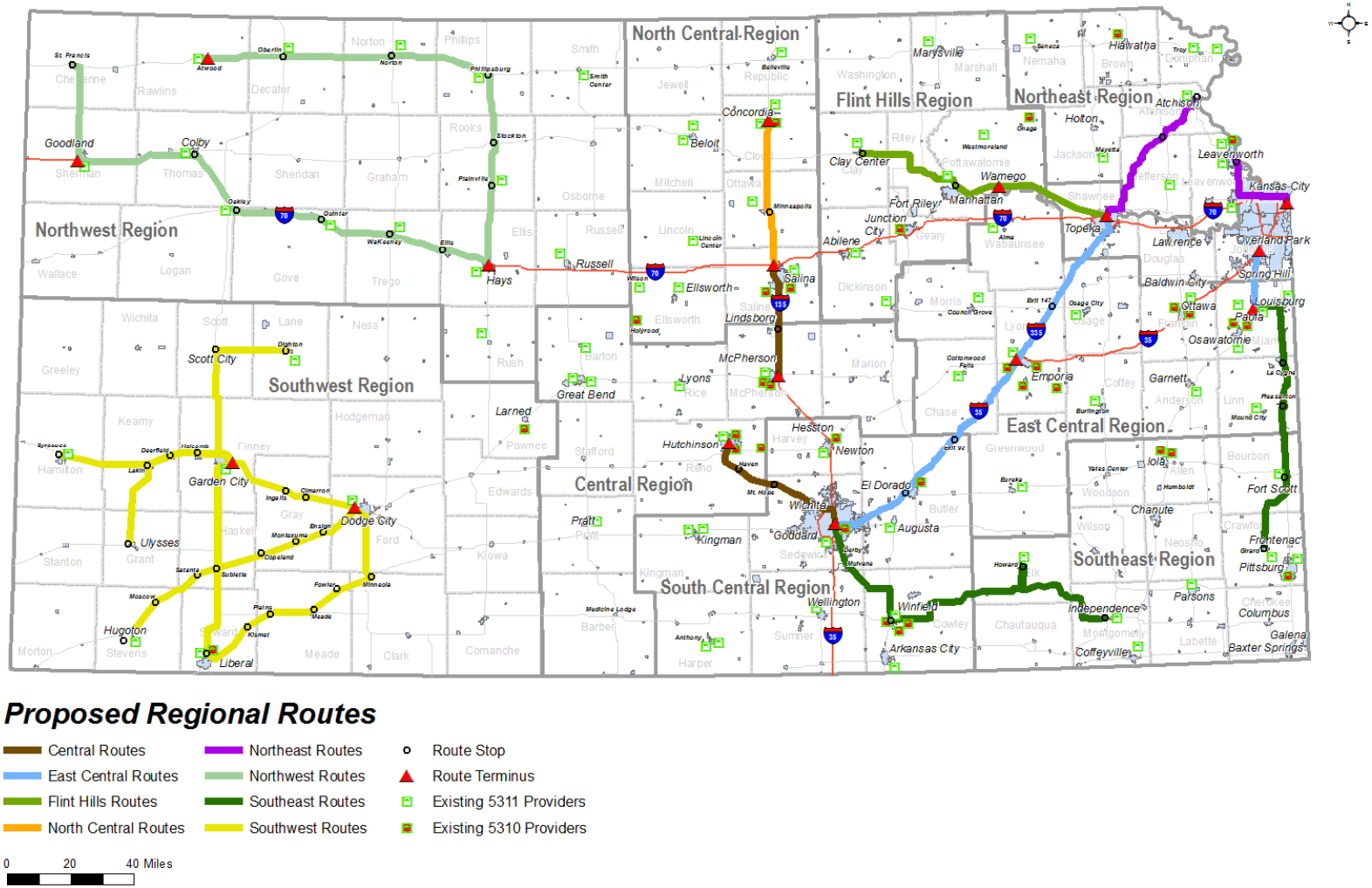
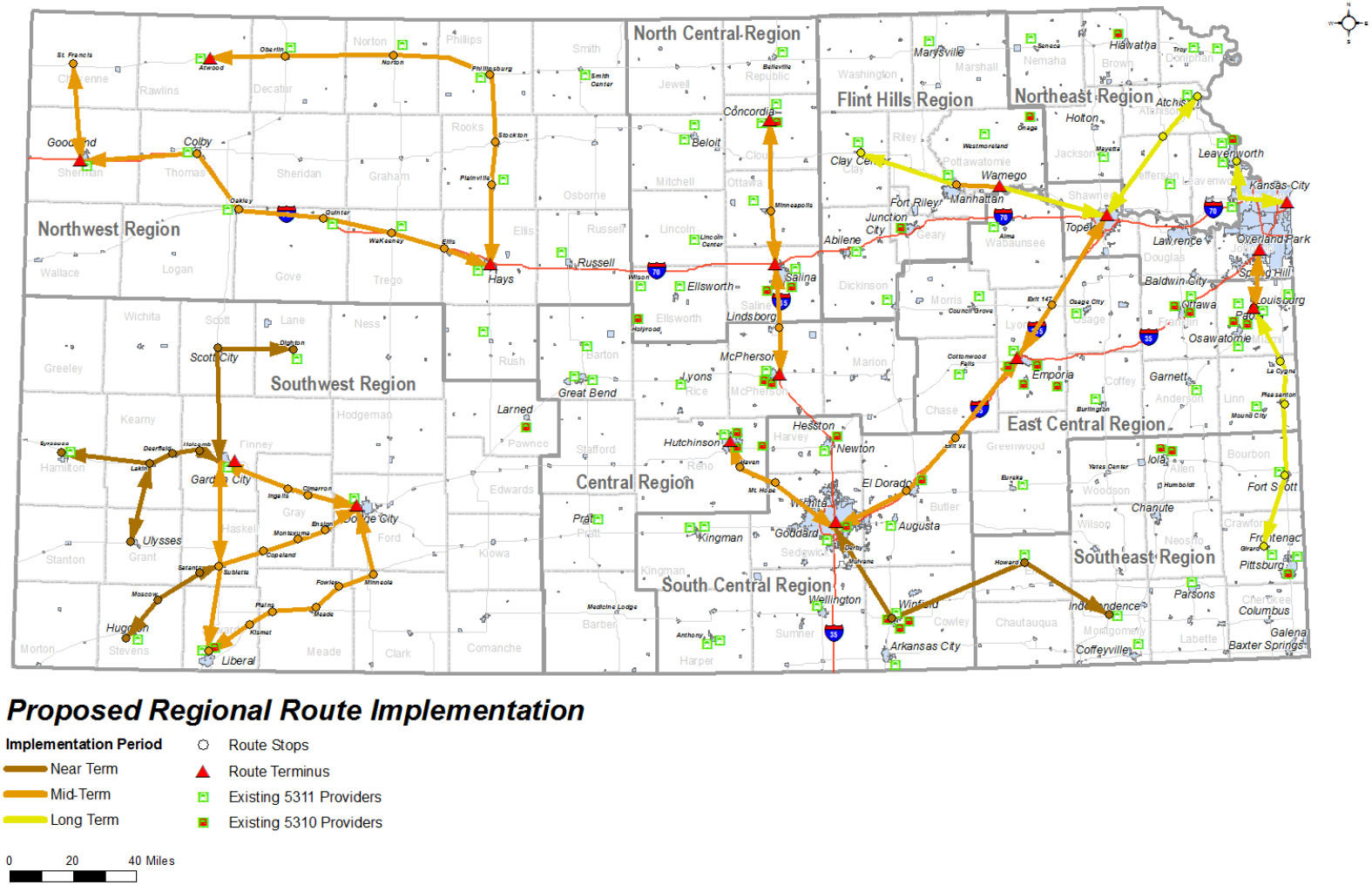


Figure 2 Proposed Regional Route Implementation



Central Region

In the Central Region, two regional routes are considered for implementation. The Northern Route is designed to travel between McPherson and Salina along Highway 81/I-135. A planned stop at Lindsborg is also included in the regional route to Salina. OCCK currently takes people from McPherson County to Salina approximately three times per week, mainly for dialysis treatment.

The Southern Route would operate between Hutchinson and Wichita travelling along Highway 96. Stops at Haven and Mt. Hope are also included along the route to Wichita.

Reno County Area Transit (R-CAT), based in Hutchinson, currently operates the largest number of vehicles among the 5311 providers in the Central Region. R-CAT, located where the Southern Route would begin, currently offers service only within Reno County. The Northern Route would begin in McPherson where the 5311 provider McPherson County COA is located. While an operator has not been determined for each route, cost estimates for operating both routes have been based on R-CAT's annual cost per mile of $2.91.

Figure 3 Central Regional Route Alignment

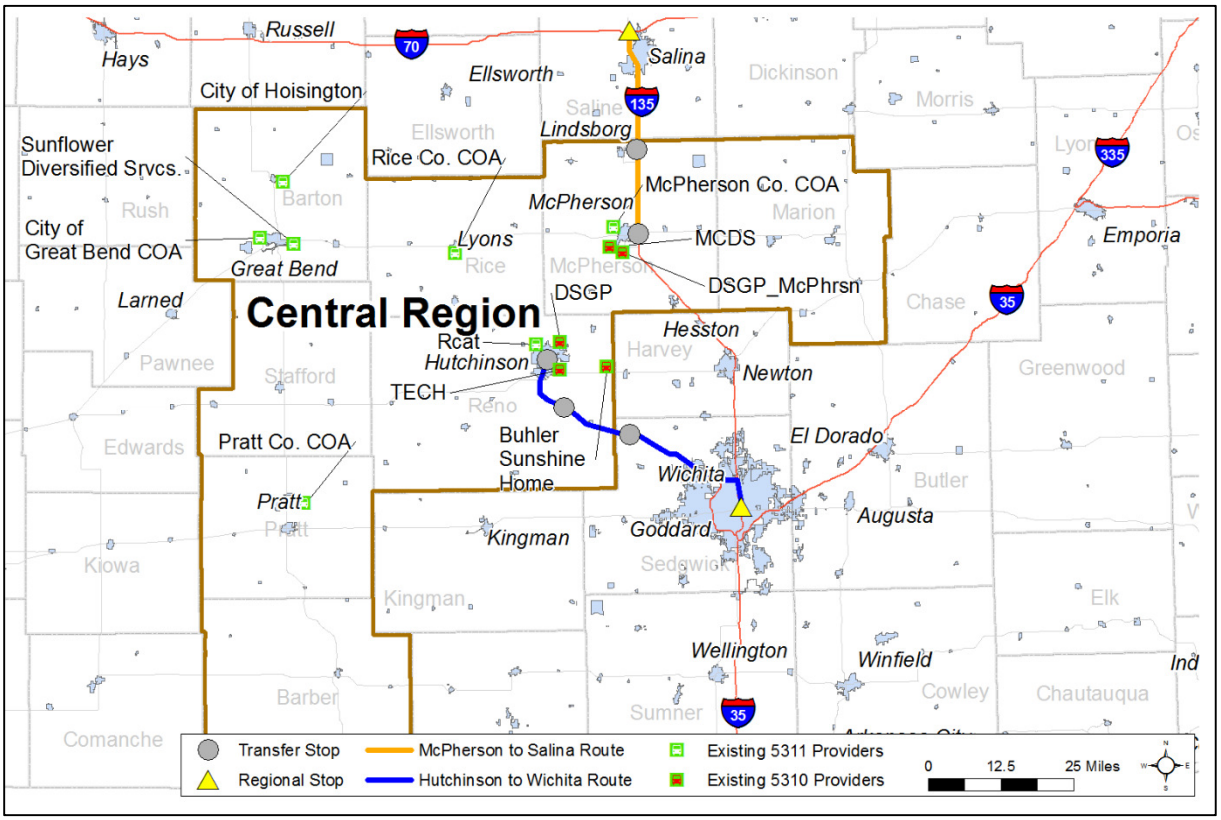


Table 1 Central Regional Route Quantitative Evaluation

	Northern Route			Southern Route		
Trips/week	**1x**	**2x**	**4x**	**1x**	**2x**	**4x**
Estimated Annual Ridership	641	898	1,257	912	1,276	1,787
Annual Operating Cost	$16,736	$33,472	$66,944	$21,548	$43,096	$86,192
Annual Operating Cost per Rider	$26	$37	$53	$24	$34	$48
Capital Cost	One Vehicle			One Vehicle		
Average Fare (50% Cost Recovery)	$13.5	$19	$27	$12	$17	$24
Average Fare (25% Cost Recovery)	$7	$10	$14	$6	$8.5	$12
Average Fare (10% Cost Recovery)	$3	$4	$5.5	$2.5	$3.5	$5
Travel Time	58 minutes			40 minutes		
Mileage	55			71		
Intercity Stops Population	13,699			44,052		
Activity Center (Population)	Salina (45,654)			Wichita (422,301)		

Major Trip Generators

The Northern Route, ending in Salina, has major education facilities including Kansas Wesleyan University, Brown Mackie College and Salina Area Technical College. Medical facilities are also offered there including dialysis facilities.

The Southern Route ends in Wichita where many higher education facilities exist including Wichita State University, Friends University, Wichita Technical Institute and Newman University to name a few. Dialysis centers and regional hospitals also offer transit riders the opportunity to use resources unavailable to them in their local towns.

Current Coordination Level

Current coordination between providers in the Central Region is limited, although some discussion of regionalization and coordination have occurred between transit providers in Reno, Harvey, and McPherson Counties. Obstacles to future coordination are cited as issues related to jurisdictional territories, funding, and regulatory challenges. Providers also expressed opportunities to improve current services by implementing feeder lines into the larger communities, coordinating especially with larger providers and improving accessibility to seniors and the disabled.

Level of Coordination Needed

Both the routes have origins and destinations in different cities. While the Southern Route from Hutchinson would be operated by R-CAT, McPherson County COA and OCCK out of Salina would both be candidates for operating the Northern Route between McPherson and Salina. Having an operator based out of McPherson County would decrease deadhead miles and operating costs. The majority of coordination needed is between the operator of each regional route, and transit operators from

outlying jurisdictions or agencies that would bring riders from their original service areas, so passengers could access the regional route. Those riders looking to use the regional service for physician or dialysis appointments would also need to coordinate appointments made in activity centers.

Stakeholder Response

Discussions on a regional route connecting riders to the activity centers of Salina and Wichita led to the development of this analysis. During the April stakeholder meetings, regional routes were strongly recommended by the stakeholder group. While there was demand towards Wichita, those from McPherson believed that demand to Salina was much higher for their county. Where there is demand seen in the region, true levels of demand may be much larger considering the number of riders who are denied trips due to lack of resources.

Proposed Implementation Period

After evaluating both the quantitative and qualitative information for the Northern and Southern Regional Routes, both connections were seen as potential mid-term strategies. These routes were similar in travel time, mileage and cost per rider. The southern route has a projected 30% higher ridership, mainly due to population along the corridor. Operation of each route could be considered all the way up to four trips per week given the average fare is still at a reasonable rate for the 50 percent recovery level. The annual operating cost may vary depending on who eventually operates the Northern Route. The Southern Route to Wichita has higher estimated ridership and population along the route.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

Central Region

In the Central Region, Reno County Area Transit (R-CAT) had indicated a willingness and ability to house the mobility manager on a contractual basis. This arrangement is suitable to several other transit providers in the region. The central region mobility manager would be a full-time position charged to coordinate longer-distance or regional transit trips among regional transit providers, and external providers. In addition, the central region mobility manager would work with major medical providers, employers, and social service agencies within the region to better match transit service to trip patterns and regional demand. The central region mobility manager would also be a resource for those jurisdictions that are currently without transit, but may desire transit either by working with KDOT to develop an in-house transit provider, or purchasing transit services from an already existing nearby

provider. At the direction of a regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- “Option 1” - Focusing centralize scheduling efforts to regional or long-distance trips
- “Option 2” - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other’s trips, making coordination and trip chaining easier.
- “Option 3” - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency’s discretion, contracting dispatching and scheduling services to other agencies.

Central Region

In the Central Region, Reno County Area Transit (R-CAT) has indicated a willingness and ability to serve as a point agency to administer the coordinated scheduling software.

To: KDOT Advisory Team

From: Olsson Associates

Date: June 27th, 2014

Subject: KDOT Regional Transit Business Model –
Central Intercity Transit Service Concept Analysis

INTRODUCTION

The need for a regional route in the Central Region originated from a survey given to regional stakeholders who were asked to prioritize 13 locally identified needs. After discussing the results of the survey during stakeholder meetings, three primary needs were identified to be addressed further. While establishing a regional route was seen as a way to address the need to establish a link between local service and inter-regional service, the route could potentially support other primary needs of the region including the need to address policy barriers in crossing jurisdictional boundaries, increase the awareness and perception of transit service and provide "some level of service" in counties presumably without service.0

This memo seeks to provide information of the initial coordination strategy for the Central Region of Kansas, including Barber County, Barton County, Marion County, McPherson County, Pratt County, Reno County, and Stafford County. This region is within parts of CTD 14, CTD 13, and CTD 6. The regional service links a combination of

- New intercity service between McPherson and Salina, with a stop near Lindsborg
- New intercity service between Hutchinson and Wichita, with stops near Haven and Mount Hope
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes

EXISTING REGIONAL SERVICE

After compiling data from provider surveys and phone- and in-person conversations with transit providers, it was made clear there are multiple providers offering long range trips to multiple regional centers including Salina and Wichita. This duplicative service presents an opportunity to help each provider's operations become more efficient by offering a regional route alternative. There is also a sense that demand for these centers may be even larger due to those lacking any current transit access to these centers. Establishing a regional route to the regional centers would allow providers the option of dropping-off passengers at designated transfer stops in McPherson and Hutchinson, then transporting those riders to areas in Salina and Wichita. Providers currently making the long distance

trips or who are receiving requests for trips to the regional centers will have the ability to refocus their efforts on providing local trips within their local service area.

Alternative intercity services available in the region includes the Beeline Express intercity bus service; operated by the Prestige Bus Line. Two Beeline Express routes operate in this area seven days a week. One travels between Wichita and Salina while the other travels between Wichita and Pueblo, Colorado. The Blue Line route offers service connecting Wichita, Newton, Hutchinson, McPherson, Lindsborg and Salina. The Red Line route offers service from Wichita to Pueblo; including a stop in Pratt. While these routes offer an alternative option to travel to regional centers like Salina and Wichita, the operating schedules are limited. The trip with the most convenient schedule is from Hutchinson to Salina. This connection gives the rider a 90 minute window to complete their trip purpose. However, a rider would arrive in Salina at 4:50 in the afternoon, right when many medical or social agencies are preparing to close. The existing structure for most of the intercity bus options do not allow for many residents in the Central Region to use intercity bus for medical appointments, social outings, employment, education, shopping trips, or other short-term visits. While there are local providers who offer service to regional centers like Salina or Wichita, some providers only provide this service to passengers originating within a providers' service area. Table 1 shows the Beeline Express roundtrip fares and schedule times for trips to both Wichita and Salina.

Table 1 Beeline Express Fares and Depart Times from Central Region to Regional Centers

Trips	Roundtrip Fares	Departure and Arrival Times	
Blue Line Route to Salina		**Northbound (departure – arrival)**	**Southbound (departure – arrival)**
McPherson - Salina	$32	2:08 AM – 2:50 AM 4:10 PM – 4:50 PM	4:20 AM – 5:00 AM 6:20 PM – 7:00 PM
Lindsborg - Salina	$20	2:30 AM – 2:50 AM 4:35 PM – 4:50 PM	4:20 AM – 4:40 AM 6:20 PM – 6:40 PM
Hutchinson - Salina	$42	1:25 AM – 2:50 AM 3:30 PM – 4:50 PM	4:20 AM – 5:40 AM 6:20 PM – 7:45 PM
Wichita - Hutchinson	$35	12:00 AM – 1:25 AM 2:40 PM – 3:30 PM	5:40 AM – 6:45 AM 7:45 PM – 9:00 PM
Red Line Route to Wichita		**Eastbound (departure – arrival)**	**Westbound (departure – arrival)**
Pratt - Wichita	$46	10:30 AM-12:00 PM	6:50 AM-8:25 AM

Source: www.beeline-express.com Accessed 6/27/2014

BARRIERS AND OPPORTUNITIES FOR PROVIDERS TO PARTICIPATE IN THE REGION'S STRATEGY

Table 2 lists each city with its respective provider, unless no provider exists, and the barriers and opportunities each provider faces in participating in the proposed Central Regional routes. These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

Table 2 Barriers and Opportunities for Central 5311 Providers to participate in the Regional Strategy

Provider (City)	Barriers	Opportunities
City of Great Bend COA (Great Bend)	-Does not travel outside a 3-mile radius around the city limits	
City of Hoisington COA (Hoisington)	-Mostly travels within the city limits of Hoisington	-Sometimes schedules trips to Great Bend for doctor's appointments
McPherson County COA (Inman)	-Mostly travels within Inman City	-Sometimes transports to surrounding towns and the Wichita Airport
McPherson County COA (Lindberg)	-Travels only within a designated boundary of the city	
McPherson County COA (Moundridge)	- Trips to surrounding counties requires at least 7 riders per trip	-Offers service to Harvey, Sedgwick, Reno, McPherson and Saline Counties
McPherson County COA (McPherson)	-Mostly travels within the city limits of McPherson	-Some out-of-town medical trips are offered
Pratt County COA (Pratt)		-Offers service within the county and to Wichita, Hutchinson, Great Bend, Greensburg and Kingman
Reno County Area Transit (Hutchinson)	-Offers service only within Reno County	-Offers both fixed-route and paratransit service for Reno County
Rice County COA (Lyons)		-Provides service to Rice County and within 100 miles of the county line
Sunflower Diversified (Great Bend)		-Provides service to Barton, Rice, Rush, Pawnee and Stafford Counties

SERVICE PROVIDER

RCAT, based in Hutchinson, currently operates the largest number of vehicles among the providers within the Central Region. In addition, RCAT indicated that the organization was willing and technically capable of operating long distance routes throughout the region. RCAT's central location within the region helps in transferring riders from surrounding counties to the identified regional centers of Wichita and Salina. Other providers in the region also indicated a willingness to have RCAT fulfill this role. The relatively large size of RCAT's existing operation, in comparison with the size of other providers in the region, means RCAT would be able to operate new service while absorbing a lower

amount of additional costs than other providers. This does not mean that RCAT would be able to operate additional services without additional outside funding. Refer to Table 3 for the vehicle capacity of each provider within the Central Region.

Table 3 Vehicle Capacity of 5311 Providers in the Central Region

City/Provider	Vehicle Capacity
City of Great Bend COA (Great Bend)	Four passenger vans with ramps
City of Hoisington COA (Hoisington)	One 13-passenger van with lift
McPherson County COA (locations not specified)	One 12-passenger van with a lift and one without, two passenger vans, and one mid-size car
Pratt County COA (Pratt)	One 13-passenger van with and one without a lift, and one passenger van
Reno County Area Transit (Hutchinson)	Five 13-passenger vans with lifts, nine 20-passenger transit buses with lifts, and four passenger vans with ramps
Rice County COA (Lyons)	Four passenger vans with ramps
Sunflower Diversified (Great Bend)	Four 13-passenger vans with a lift, three 20-passenger transit buses with lifts, and three passenger vans with lifts

ROUTE CHARACTERISTICS & FEASIBILITY

To continue the evaluation of the concepts where new intercity transit routes are transporting passengers from other providers, this section estimates the ridership that could result from implementing the concept and examines the resulting effects on operating costs and revenue for trips originating in Hutchinson and McPherson. The section includes a discussion of ridership patterns, how proposed service costs were determined, and existing fares. The proposed northern route concept and proposed southern route concept are then described separately. The routes are described as three concepts with various levels of service. These concepts include a “baseline” concept, a “moderate” concept and a “high” concept that increases the number of vehicle trips. Additional detail of the methodology used to design the routes can be found in the accompanying appendix.

EXISTING RIDERSHIP PATTERNS

Having intercity transit currently operating within the region makes estimating potential demand easier for any future routes to the same destinations. At the same time, it is difficult to estimate the demand for trips that are currently not provided. Passengers in an agency’s home jurisdiction become

accustomed to where an agency does or does not travel, and thus, do not request trips that the agency is unable to fulfill. Phone interviews were conducted with the providers that do provide regional trips. Conversations with transit providers in the region indicated that there is demand for trips from their jurisdictions to the regional centers like Wichita and demand for the trips between those cities.

The information collected from the regional transit providers improved on and reinforced much of what stakeholders in the region had described in previous meetings and was useful in designing the operating characteristics for the regional routes.

COSTING METHODOLOGY AND EXISTING FARES

Annual Service Cost

The annual service cost is obtained from information provided by KDOT. The annual operating cost is determined by multiplying the number of miles traveled by the providers' cost per mile of providing service. To calculate the number of miles involved in the service, the number of runs is multiplied by the roundtrip distance. Multiplying the result by the cost per mile of the participating provider, in this case RCAT, yields the annual cost of service. Since the final number is based on the total costs for RCAT to operate the route, it includes a portion of all components that make up the total cost of the operations.

Annual Service Revenue

The providers in the Central Region use a variety of fare structures. These fare structures include a flat trip rate, a per mile rate, or donations only. Some of these fare systems are less suitable for regional routes that are longer distance and cross multiple county jurisdictions. The cost of service must be fairly distributed among those using the system while also balancing affordability. After using cost recovery thresholds of 10, 25 and 50 percent as a guideline, flat rate fares were assigned for riders from each city. Then, these fares were multiplied by the estimated ridership of their respective city. These scenarios would then range from a 10 to 25 to 50 percent share of the total anticipated operating cost. Occasionally, this estimate will be high since some passengers receiving free fare (e.g., young children) are included in the ridership numbers. Additionally, some passengers making one-way trips do not pay a roundtrip fare. Examples of fares currently used in the Central Region can be seen in

Table 4.

Table 4 Current Fares of Transit Providers

Provider (City)	Local Fare	Fares Outside Local Area
City of Great Bend COA (Great Bend)	-$3 roundtrip fare	-$8 roundtrip cab fare outside city limits
City of Hoisington COA (Hoisington)	-$0.25 donation	-$10 out-of-town medical trips
McPherson County COA (Inman)	-$0.55 per mile	-Same as local fare
McPherson County COA (Lindberg)	-$1 per roundtrip	-Only local trips offered
McPherson County COA (McPherson)	-$2 per one-way trip	-$1 per mile
McPherson County COA (Moundridge)	-Fares based on number of riders and miles	-Same as local fare
Pratt County COA (Pratt)	-$0.50 per one-way trip and per stop	-Same as local fare
Reno County Area Transit (Hutchinson)	-Fixed route $1 per adult, $0.50 for children, students, disabled and elderly -$2 per paratransit trip	-Only trips within Reno County offered
Rice County COA (Lyons)	-Local fares are unavailable	-Outside local fare is unavailable
Sunflower Diversified (Great Bend)	-$2 per ride	-Same as local fare

LOCAL PROVIDERS ROLES IN PROPOSED REGIONAL ROUTES

The role of the local providers in this region are to transport people who reside in their service area and want to access the regional route. With the cooperation of providers along the northern and southern routes to deliver passengers to a common access point, the regional bus can effectively maintain a higher travel speed.

PROPOSED REGIONAL ROUTE - NORTHERN ROUTE

GENERAL ALIGNMENT

- McPherson to Salina, following 14th Avenue to Highway 4 where the route makes its first stop in Lindsborg. Then, the route continues along I-135 until exiting at State Street in Salina before stopping near 9th Street.
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in McPherson, the general alignment proceeds along the north-south corridor of 14th Avenue, Highway 4 and US-81. Before arriving in Salina, the bus has another optional stop located near Lindsborg along the route. Providers transferring riders from their respective cities and counties would choose the stops depending on the location of their transferred riders. Refer to Figure 1 for the general alignment of the northern route.

TRAVEL TIME

Table 5 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 5 assume an average vehicle speed of 55 mph along 14th Avenue and 65 mph along Highway 4 and I-135. In addition, one five-minute passenger boarding period is included for the stop in Lindsborg on the way to Salina (corresponding to one passenger being picked up at the stop). Passengers would be delayed by the boarding periods in stops between their origins and Salina. Return trip travel times and distances would be similar to the outbound trips.

Table 5 McPherson to Salina One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
McPherson	0:40	35.3	1	0:45	5
Lindsborg	0:22	21.7	0	0:22	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Salina for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to the Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those with access to the regional route one chance each week to make the trip to Salina. One bus will originate in McPherson and travel to Salina before making the same trip back to McPherson. The operating schedule amounts to a single bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the morning or afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 641 roundtrip riders.

"MODERATE SERVICE LEVEL" AND "HIGH SERVICE LEVEL" CONCEPTS

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods employed in the baseline concept. Increases in passengers are calculated using an elasticity coefficient for frequency. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is 0.4, meaning that a 100% increase in frequency would likely result in a 40% increase in ridership[1]. However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

[1] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p3-19 lists the following table and a "typical "coefficient of 0.4.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, two round trips per week will be made on the same alignment. The same alignment will be assumed for the "High Service Level" concept, but with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the three levels of service concepts including the "baseline", "Moderate Service Level" and "High Service Level" is shown in Table 6.

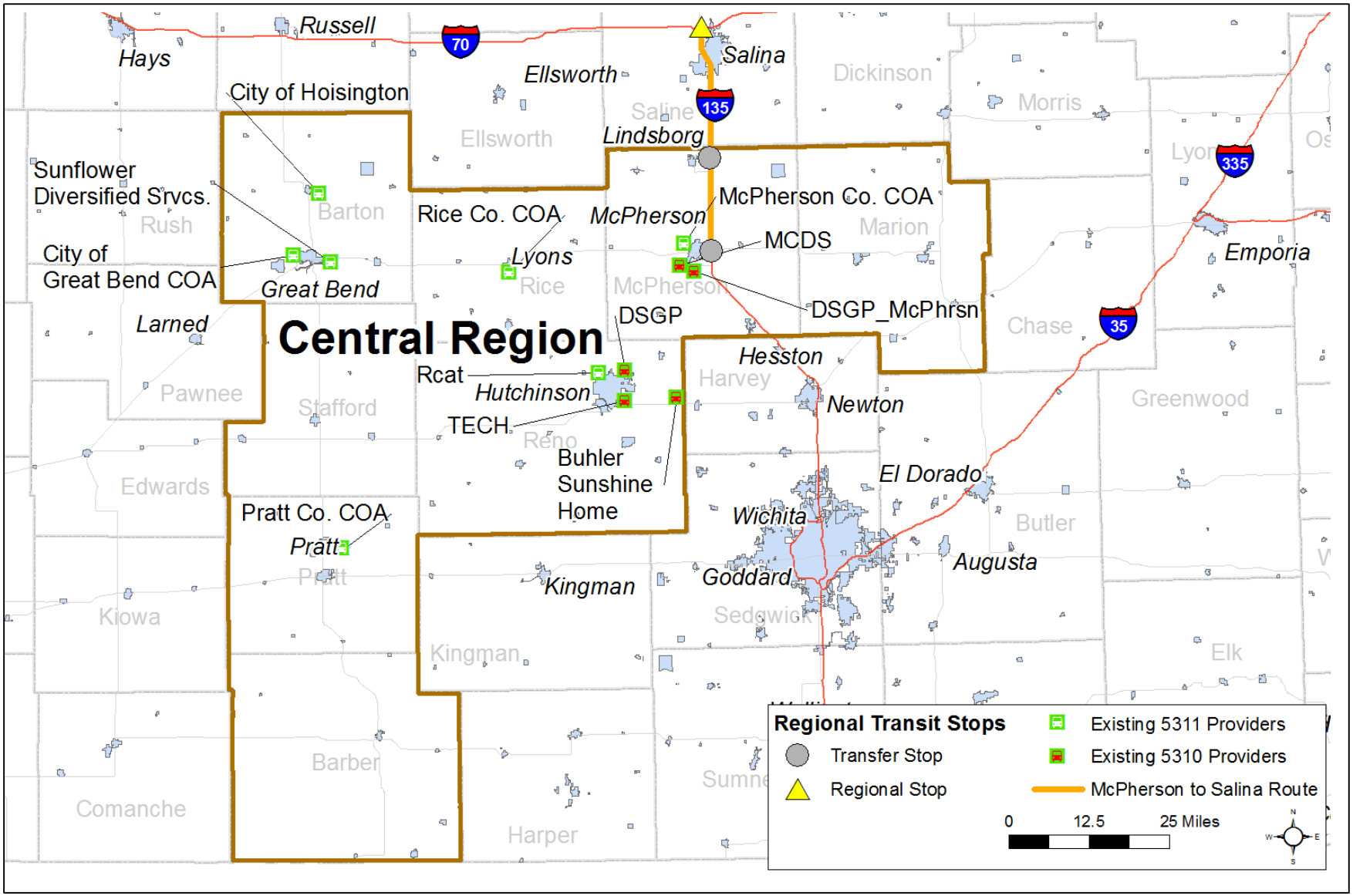
As shown in the table, fares for the baseline concept to Salina are set at $13.50. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 25 and 10 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 6 Estimates for Trips to Salina

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Lindsborg	$13.5	$7	$3	$19	$10	$4	$27	$13.5	$5.5
Annual Ridership from Lindsborg	122			171			240		
Fare from McPherson	$13.5	$7	$3	$19	$10	$4	$27	$13.5	$5.5
Annual Ridership from McPherson	519			726			1,017		
Total Annual Ridership	**641**			**898**			**1,257**		
Annual Cost of Service	**$16,736**			**$33,472**			**$66,944**		
50% Annual Cost Recovery	**$8,655**			**$17,053**			**$33,927**		
25% Annual Cost Recovery	**$4,488**			**$8,975**			**$16,963**		
10% Annual Cost Recovery	**$1,923**			**$3,590**			**$6,911**		
Total Annual Vehicle Capacity	**62%**			**43%**			**30%**		

Figure 1 shows the proposed alignment for the Northern Route.

Figure 1 Northern Route Alignment



PROPOSED REGIONAL ROUTE – SOUTHERN ROUTE

GENERAL ALIGNMENT

- Hutchinson to Wichita, following the KS-96 and US-81 alignment.
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Hutchinson, the alignment proceeds southeast along KS-96. Before arriving in Wichita, the bus has two stops located along the route at the cities of Haven and Mount Hope. Providers transferring riders from their respective cities and counties would choose one of these three stops depending on the location of their transferred riders. The transfer stops would also enable riders to access the regional route without having to travel to Hutchinson before eventually going to the Wichita area. Refer to Figure 2 for the general alignment of the southern route.

TRAVEL TIME

Table 7 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 7 assume an average vehicle speed of 65 mph along KS-96. In addition, one five-minute passenger boarding period is included for each stop on the way to Wichita (corresponding to one or more passengers being picked up in each stop). Passengers would be delayed by the boarding periods in stops between their origins and Wichita. Return trip travel times would be similar to outbound times.

Table 7 Hutchinson – Wichita One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Hutchinson	0:58	42.5	2	1:03	10
Haven	0:36	37	1	0:41	5
Mt. Hope	0:28	29.4	0	0:28	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Wichita for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those living near the regional route one chance each week to make the trip to Wichita. One bus will originate in Hutchinson and travel to Wichita before making the same trip back to Hutchinson. The operating schedule amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the morning or afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 912 roundtrip riders.

"MODERATE SERVICE LEVEL" CONCEPT AND "HIGH SERVICE LEVEL" CONCEPT

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods used in the baseline concept. Increases in passengers are calculated using the elasticity coefficient for frequency used for the Northern route. The small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the morning or afternoon that same day.

If the "Moderate Service Level" concept is chosen, the same alignment will be used, but for an additional roundtrip each week. The same alignment will be assumed for the "High Service Level", but

with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the levels of service concepts is shown in Table 8.

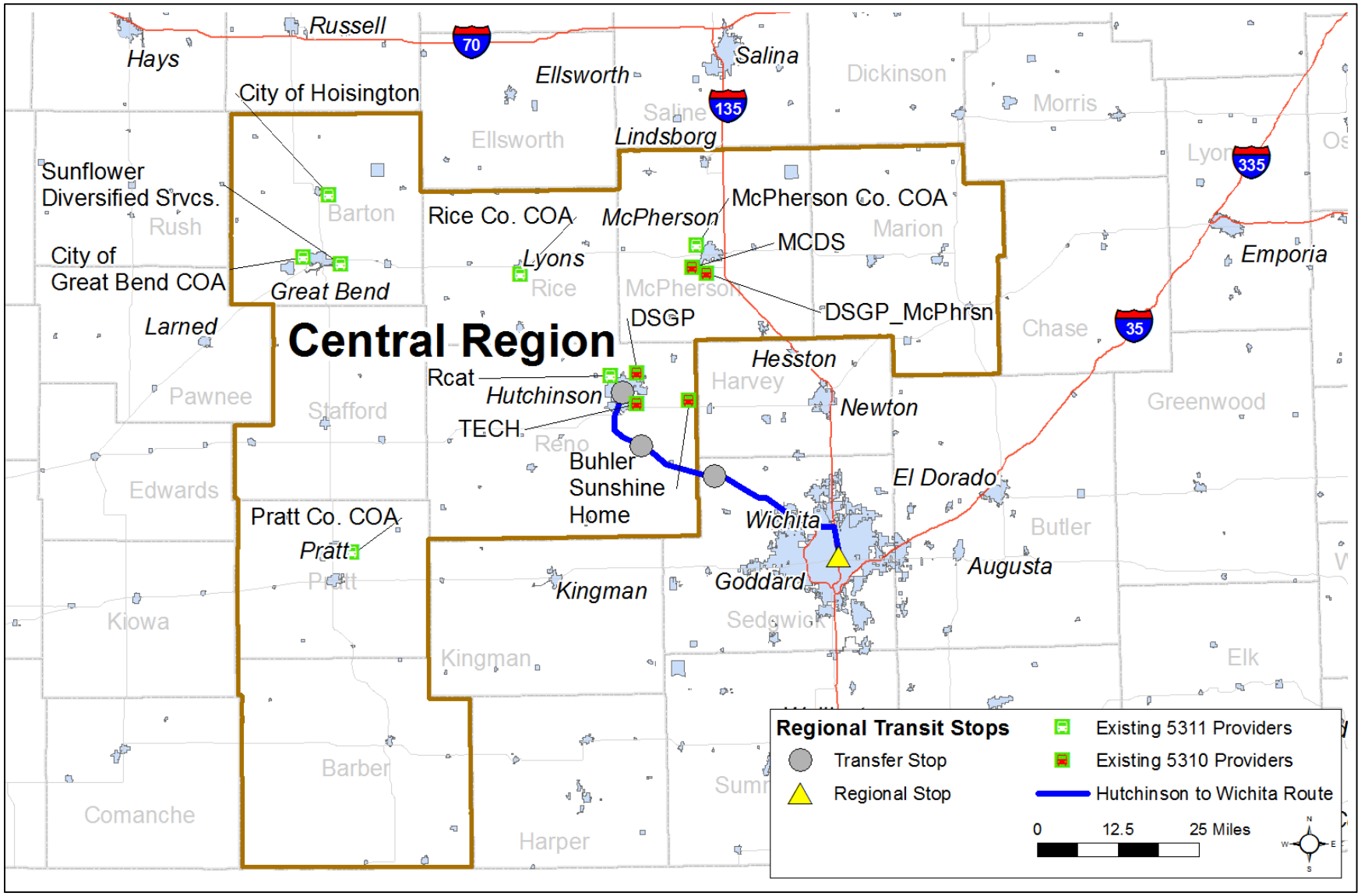
As shown in the table, fares for the baseline concept to Wichita are set at $12. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 10 and 25 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 8 Estimates for Trips to Wichita

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Hutchinson	$12	$6	$2.50	$17	$8.50	$3.50	$24	$12	$5
Annual Ridership from Hutchinson	872			1,221			1,709		
Fare from Haven	$12	$6	$2.5	$17	$8.5	$3.5	$24	$12	$5
Annual Ridership from Haven	23			33			46		
Fare from Mount Hope	$12	$6	$2.5	$17	$8.5	$3.5	$24	$12	$5
Annual Ridership from Mount Hope	16			23			32		
Total Annual Ridership	**912**			**1,276**			**1,787**		
Annual Cost of Service	**$21,548**			**$43,096**			**$86,192**		
50% Annual Cost Recovery	**$10,941**			**$21,700**			**$42,890**		
25% Annual Cost Recovery	**$5,471**			**$10,850**			**$21,445**		
10% Annual Cost Recovery	**$2,279**			**$4,468**			**$8,935**		
Total Annual Vehicle Capacity	**88%**			**61%**			**43%**		

Figure 2 shows the proposed alignment for the Southern Route.

Figure 2 Southern Route Alignment



OPERATING PLAN OF REGIONAL ROUTES

This section summarizes the basis for an operating plan to connect communities in the Central Region with activity centers such as Salina and Wichita. The following components are outlined in this section:

- Intercity transit demand estimates
- Service hours to meet demand
- Financial plan

In the attached Appendix, detailed tables are included to show additional support for the estimates made on the ridership, operating costs and fare assessments.

BASELINE, MODERATE, HIGH LEVEL OF SERVICE CONCEPT/ASSUMPTIONS

- New intercity service between McPherson and Salina, with a transfer stop in Lindsborg.
- New intercity service from Hutchinson to Wichita, with two transfer stops in the cities of Haven and Mount Hope.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

FARE AND COST ASSUMPTIONS

Revenue hours – derived from the round trip travel time from Google Maps driving directions with an additional 30 minutes per cycle to account for in-town curb-to-curb service.

Operating cost – collected from KDOT TRACK data supporting the annual cost per mile, $2.91, for RCAT to operate services from August 2012 to July 2013.

Fare revenue – assumes a fare depending on the level of ridership and relative population of each city compared to the total population along the regional route, and three scenarios assuming either a 10%, 25% or a 50% operating ratio.

PROJECTED DEMAND

The two corridors connecting to the regional centers are projected to have the following demand, Measured in annual unlinked trips, based on the toolkit in TCRP-147, and shown in Table 9.

Table 9 Demand Estimates

Regional Route	Annual Ridership		
	1 Trip/wk	2 Trips/wk	4 Trips/wk
McPherson – Salina	641	898	1,257
Hutchinson – Wichita	912	1,276	1,787

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

OPERATING PLAN

The demand estimates outlined in the previous section present an estimate of ridership that is consistent with the number of trips that can reasonably be provided by intercity public transit. Beginning with those figures one can develop an operating plan for each corridor. With the ridership estimates noted here, a 20 passenger vehicles would typically be 1/3 to 3/4 full.

Table 10 Operating Characteristics

Corridor	Annual Ridership	Monthly Ridership	Vehicle Trips per Month	Revenue Hours per Trip	Annual Revenue Hours
McPherson to Salina					
1 Trip/wk	641	53	4 round-trip	1:15 each way	130
2 Trips/wk	898	75	8 round-trip		260
4 Trips/wk	1,257	105	16 round-trip		520
Hutchinson to Wichita					
1 Trip/wk	912	76	4 round-trip	1:38 each way	170
2 Trips/wk	1,276	106	8 round-trip		340
4 Trips/wk	1,787	149	16 round-trip		680

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

The operating characteristics outlined in Table 10 represents a fully developed, well established transit system. It is expected that in the first years of deployment that ridership may not be at these levels.

FINANCIAL COSTS AND COST RECOVERY

The financial costs for operating intercity service to connect to the regional centers assumes an operating cost per mile of approximately $2.91. This rate represents what it costs RCAT to operate its services and is within an acceptable range for an intercity transit service. Under this assumption, the total operating costs of intercity services are shown in Table 11. Also shown, is the first year's operating revenue, which is assumed to reflect three scenarios. One scenario has a 50 percent fare recovery ratio, which is the percent of operating costs covered by passenger fares. The other scenarios have either a 25 or 10 percent fare recovery ratio.

Table 11 Financial Summary

Corridor	Annual Operating Expenses	Annual Revenue (10% share)	Annual Revenue (25% share)	Annual Revenue (50% share)	FTA Section 5311 Aid
McPherson to Salina					
1 Trip/wk	$16,736	$1,923	$4,488	$8,655	$8,368
2 Trips/wk	$33,472	$3,590	$8,975	$17,053	$16,736
4 Trips/wk	$66,944	$6,911	$16,963	$33,927	$33,472
Hutchinson to Wichita					
1 Trip/wk	$21,548	$2,279	$5,471	$10,941	$10,774
2 Trips/wk	$43,096	$4,468	$10,850	$21,700	$21,548
4 Trips/wk	$86,192	$8,935	$21,445	$42,890	$43,096

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

Fares were set at a standard rate. While these are assumed to be "walk-up" cash payments, alternative fare levels could exist for seniors, ADA passengers, multi-use passes, and rates that could be charged to human service agencies. Sample cash fares would be as follows:

Table 12 Fares to Regional Centers by Passenger Origin

Passenger Origin	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Trips/week	1x	2x	4x	1x	2x	4x	1x	2x	4x
Fares to Salina									
Lindsborg	$13.5	$19	$27	$7	$10	$13.5	$3	$4	$5.5
McPherson	$13.5	$19	$27	$7	$10	$13.5	$3	$4	$5.5
Fares to Wichita									
Hutchinson	$12	$17	$24	$6	$8.5	$12	$2.5	$3.5	$5
Haven	$12	$17	$24	$6	$8.5	$12	$2.5	$3.5	$5
Mt. Hope	$12	$17	$24	$6	$8.5	$12	$2.5	$3.5	$5

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

OTHER POTENTIAL STRATEGIES

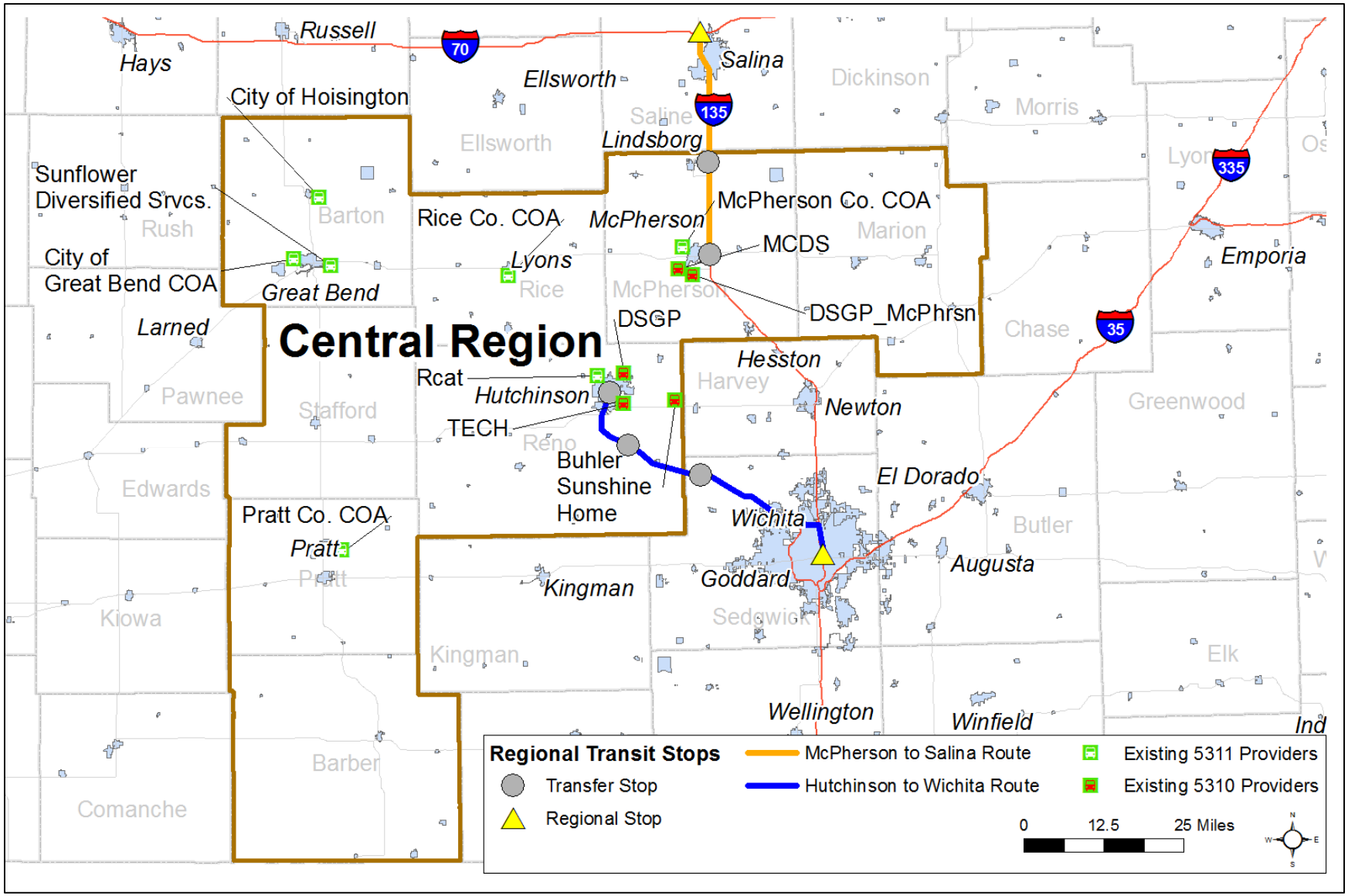
ENHANCED COORDINATION

This type of coordination would allow a provider that has a trip reserved to Wichita (or Salina), to communicate to other providers the availability of spare seats for additional riders. Trip pattern and trip demand that occurs from this enhanced coordination, could provide insights for regularly scheduled regional routes. This type of enhanced coordination could also serve as a pretext to using more sophisticated and developed coordinated dispatching and scheduling software.

CENTRALIZED DISPATCH / MOBILITY MANAGEMENT

Operations of the regional route may be further supported with regional dispatch/scheduling and mobility management. This would ease coordination between local providers that collect passengers and bring them to a central location to access the regional route. Regional scheduling may also allow the passenger and multiple providers involved in making a trip, to make the necessary scheduling arrangements with one call, instead of multiple calls between multiple parties. A mobility manager could collaborate with local operators to conduct outreach to unserved markets.

Figure 3 Central Regional Route Concepts



Appendix

Table 13 Ridership Estimates

Wichita - Southern Route			Baseline Concept 1 trip per week			Moderate Service Level Concept 2 trips per week			High Service Level Concept 4 trips per week		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**46,057**	**100%**	**912**	**17.53**	**18**	**1,276**	**12**	**25**	**1,787**	**9**	**34**
Hutchinson	44,052	96%	872	17	16.77	1,221	11.74	23	1,709	8.22	33
Haven	1,175	3%	23	0.45	0.45	33	0.31	0.63	46	0.22	0.88
Mount Hope	830	2%	16	0.32	0.32	23	0.22	0.44	32	0.15	0.62
Salina - Northern Route			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**
Total Route	**16,893**	**100%**	**641**	**12.33**	**12**	**898**	**9**	**17**	**1,257**	**6**	**24**
Lindsborg	3,224	19%	122	2.35	2.35	171	1.65	3.29	240	1.15	4.61
McPherson	13,669	81%	519	9.98	9.98	726	6.98	13.97	1,017	4.89	19.55

Table 14 Operating Costs

Regional Route Destination	Distance (miles)	Annual Ridership			Cost/Rider			Remaining Cost/Rider			
		One Trip/wk	Two Trips/wk	Four Trips/wk	One Trip/wk	Two Trips/wk	Four Trips/wk	Cost Recovery	One Trip/wk	Two Trips/wk	Four Trips/wk
Wichita	51.2	912	1,276	1,787	$24	$34	$48	50%	$12	$17	$24
Wichita	51.2	912	1,276	1,787	$24	$34	$48	25%	$18	$25	$36
Wichita	51.2	912	1,276	1,787	$24	$34	$48	10%	$21	$30	$43
Salina	35.3	641	898	1,257	$26	$37	$53	50%	$13	$19	$27
Salina	35.3	641	898	1,257	$26	$37	$53	25%	$20	$28	$40
Salina	35.3	641	898	1,257	$26	$37	$53	10%	$23	$34	$48

Regional Route Destination	Trips/wk	One-Way Trip	Round-Trip	Miles/wk	Annual Round Trips	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
Wichita	One trip/wk	71.2	142.4	142	52	7,405	$21,548	$10,774	$11.82	$5,387	$5.91	$2,155	$2.36
Wichita	Two trips/wk	71.2	142.4	285	104	14,810	$43,096	$21,548	$16.88	$10,774	$8.44	$4,310	$4.73
Wichita	Four trips/wk	71.2	142.4	570	208	29,619	$86,192	$43,096	$24.12	$21,548	$12.06	$8,619	$9.45
Salina	One trip/wk	55.3	110.6	111	52	5,751	$16,736	$8,368	$13.05	$4,184	$6.53	$1,674	$2.61
Salina	Two trips/wk	55.3	110.6	221	104	11,502	$33,472	$16,736	$18.65	$8,368	$9.32	$3,347	$5.22
Salina	Four trips/wk	55.3	110.6	442	208	23,005	$66,944	$33,472	$26.64	$16,736	$13.32	$6,694	$10.44

Table 15 Fare Assessment - based on a 10% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Hutchinson	16.77	872	$2.5	$2,180	23	1,221	$3.5	$4,273	33	1,709	$5	$8,546
Haven	0.45	23	$2.5	$58	1	33	$3.5	$114	1	46	$5	$228
Mount Hope	0.32	16	$2.5	$41	0	23	$3.5	$81	1	32	$5	$161
Total: Hutchinson to Wichita	**17.53**	**912**	**$2.5**	**$2,279**	**25**	**1,276**	**$3.5**	**$4,468**	**34.37**	**1,787**	**$5**	**$8,935**
Annual Op. Cost (10% of total)				**$2,155**				**$4,310**				**$8,619**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Lindsborg	2.35	122	$3	$367	3	171	$4	$685	5	240	$5.5	$1,319
McPherson	9.98	519	$3	$1,556	14	726	$4	$2,905	20	1,017	$5.5	$5,592
Total: McPherson to Salina	**12.33**	**641**	**$3**	**$1,923**	**17**	**898**	**$4**	**$3,590**	**24**	**1,257**	**$5.5**	**$6,911**
Annual Op. Cost (10% of total)				**$1,674**				**$3,347**				**$6,694**

Table 16 Fare Assessment - based on a 25% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Hutchinson	16.77	872	$6	$5,233	23	1,221	$8.5	$10,378	33	1,709	$12	$20,512
Haven	0.45	23	$6	$140	1	33	$8.5	$277	1	46	$12	$547
Mount Hope	0.32	16	$6	$99	0	23	$8.5	$196	1	32	$12	$386
Total: Hutchinson to Wichita	**17.53**	**912**	**$6**	**$5,471**	**25**	**1,276**	**$8.5**	**$10,850**	**34.37**	**1,787**	**$12**	**$21,445**
Annual Op. Cost (25 % of total)				**$5,387**				**$10,774**				**$21,548**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Lindsborg	2.35	122	$7	$856	3	171	$10	$1,713	5	240	$13.5	$3,237
McPherson	9.98	519	$7	$3,631	14	726	$10	$7,262	20	1,017	$13.5	$13,726
Total: McPherson to Salina	**12.33**	**641**	**$7**	**$4,488**	**17**	**898**	**$10**	**$8,975**	**24**	**1,257**	**$14**	**$16,963**
Annual Op. Cost (25 % of total)				**$4,184**				**$8,368**				**$16,736**

Table 17 Fare Assessment - based on a 50% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Hutchinson	16.77	872	$12	$10,465	23	1,221	$17	$20,756	33	1,709	$24	$41,023
Haven	0.45	23	$12	$279	1	33	$17	$554	1	46	$24	$1,094
Mount Hope	0.32	16	$12	$197	0	23	$17	$391	1	32	$24	$773
Total: Hutchinson to Wichita	**17.53**	**912**	**$12**	**$10,941**	**25**	**1,276**	**$17**	**$21,700**	**34**	**1,787**	**$24**	**$42,890**
Annual Op. Cost (50 % of total)				**$10,774**				**$21,548**				**$43,096**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Lindsborg	2.35	122	$13.5	$1,652	3	171	$19	$3,255	5	240	$27	$6,475
McPherson	10.0	519	$13.5	$7,003	14	726	$19	$13,799	20	1,017	$27	$27,452
Total: McPherson to Salina	**12.33**	**641**	**$13.5**	**$8,655**	**17**	**898**	**$19**	**$17,053**	**24**	**1,257**	**$27**	**$33,927**
Annual Op. Cost (50 % of total)				**$8,368**				**$16,736**				**$33,472**

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX C – EAST CENTRAL CTD MATERIAL

East Central Region Committee Meeting
Meeting Notes from Emporia

Emporia Meeting August 22, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Lakemary Center, Franklin County Services for the Elderly, Louisburg Senior Center, Greenwood County COA, Osage County COA, Paola Senior Center, Lincoln County Area Transit (L-CAT), Anderson County COA, Morris County Public Transportation, Osawatomie General Public Transportation, Wabaunsee County General Public Transportation, Mental Health Center of East Central Kansas, COF Training Services, Coffey County Transportation, Chase County GPT, and Emporia Presbyterian Manor were present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model is the *implementation* of the preferred strategy.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is provided attached following the notes page.

Let's Talk about the Region

General Discussion Items:

- Greenwood County has a lot of movement towards Wichita and has strong ties to both Emporia and Wichita.
- Linn County has north movement and south movement into the Southeast Region.
- Wabaunsee sends people to many different counties, but they felt being in this less urbanized region was more appropriate than being in the Flint Hills Region.
- Franklin County does not leave the county.
- Greenwood goes to Wichita, but only has a minivan and a sedan. They also transport people to Neosho.
- Anderson County goes to Ottawa once-a-week and to Lawrence once-a-month.

- Chase County travels to Emporia, but the trip requires a minimum of two hours.

Challenges:
Challenges in coordination for this region involve difficulty to coordinate with doctors, restrictions on riders' trip purposes and jurisdictional boundaries. Intercity trips were also thought to take away service from other potential clients and disliked by elected officials when crossing county boundaries.

- Lakemary believes that going to other counties will make it difficult to serve their own clients.
- There is a difficulty of coordinating doctor appointments.
- L-CAT only can make medical trips within Lyon County.
- Lakemary is restricted to trips inside Miami County

Needs:
Providers expressed a need to not only acquire more funding, but also a greater emphasis on educating people on what transit is currently provided.

- Reasons for counties lacking effective transit service include:
    - Funding is the main limitation
    - Both boards and commissioners preclude going across county lines
    - Difficult it is to find evening drivers
    - Unaware of weekend or evening demand because they haven't explored it.
- There needs to be more education of the current services provided.

Existing Coordination:
- Miami coordinates with providers like Louisburg
- L-CAT works with Wabaunsee County and travels to Topeka at least 1 to 2 times a month. They also refer people to Coffee County.
- Chase County has thought about calling Lyon County for trips to Emporia, but that is easier said than done.
- Greenwood Co. connected well with Emporia, Wichita and Neosho.
- Chase Co. makes trips to Emporia
- Anderson Co. goes to Lawrence and Emporia

Opportunities:
Some coordination already exists between providers. Waving toll fees on the Turnpike for transit providers could increase coordination.

- Formalize existing coordination.
- Explore with KTA to not charge transit providers every time they get off the turnpike to pick-up riders.

- Coffey County wants to figure out how to deal with reporting, monitoring, and reporting ridership. They can go to any hospital and the Kansas City International Airport.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - East Central Regionalization Mtg #1

DATE - 8/22/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
ERIC CLAY PH: 913-557-4000 ext 405	COORDINATOR TRANSPORTATION	eclay@lakemary ctr.org
RoJeana Bunkau PH: 785-418-5094	Fr. Co. Services for the Elderly	frcodispatch@yahoo.com
Tom Steger PH: 913-837 5113	Louisburg Senior Ctr Louisburg KS DRIVER	
Beverly Steger PH: 913-837-5113	Louisburg Senior Ctr Director	seniorcitizens@~~KS~~ MOKANCOMM.net
Karen Elberts PH: 620-583-5454	Greenwood Co Council on Aging Eureka	sc6704s@sbcglobal.net
Stacey Lowan PH: 785-528-4986	KDOT	
Byron JORDAN PH:	OSAGE CO. COUNCIL ON AGING	byronj@mchsi.com
Donna Prock PH: 913-294-4630	Paola Senior Center	donnaprock@suddenlink.net

new contacts

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Joyce F Saunders PH: 620-583-6643	Greenwood County Council on Aging. Eureka, 67045 Pres of Council	
Doug Stuave PH: 620-340-8258	L-CAT	
Patty Ramsey PH: 785-448-6480	Anderson Co Co A Garnett.	
Michelle Garrett PH: 620-767-5578	Morris Co. Public Trans Director	
Carol Rhea PH: 913-755-4786	815 6th St Osawatomie, Ks.	
Kristy Haden PH: 785-765-2422	Wabaunsee County General Public Transportation	khaden@embarqmail.com
Janice M Arb PH: 620-757-6596	Ass: Transit Manager LCat	arb.Janice@yahoo.com
Amy Vajnar PH: 620-343-2211	HR Manager Mental Health Center of E Central KS	avajnar@mhceck.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Ken Barlows PH: 620-343-4202	L-CAT TRANSIT MGR	Fanbuks2002-Yahoo
Carla Bienhoff PH: 785-229-6898	Project Manager COF Training Services	cbienhoff@cofts.org
Kara Reynolds PH: 620-364-1935	Executive Director Coffey Co Transportation	coffeycotransportation@gmail.com
Deb Haglund PH: 620-273-8511	Chase County GPT	dhaglund1@sbcglobal.net
Ken Hanson PH: 620-344-2613	Emporia Presbyterian Manor	khanson@pmm.org
PH:		
PH:		
PH:		

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013
East Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

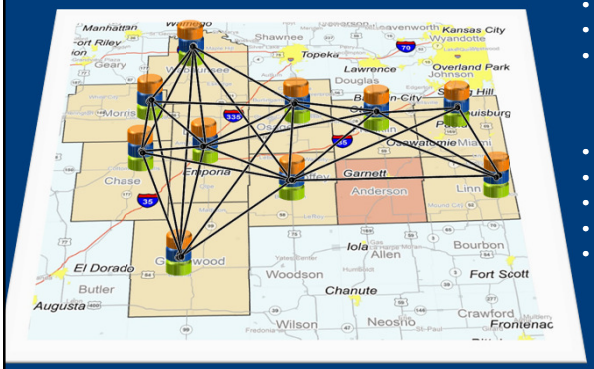
Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service
- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management
- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance
- Vehicles
- Facilities
- Fuel
- Tires

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← **Service Contracting** → **Collaboration between Providers**

Single Full-Service Provider

Trip Scheduling

Vehicle Dispatching

Internal:
- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

Service Contracting

One Area Purchases Services from another Provider:
- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:
- Administration
- Trip Scheduling
- Marketing/Education

Collaboration between Providers

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:
- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

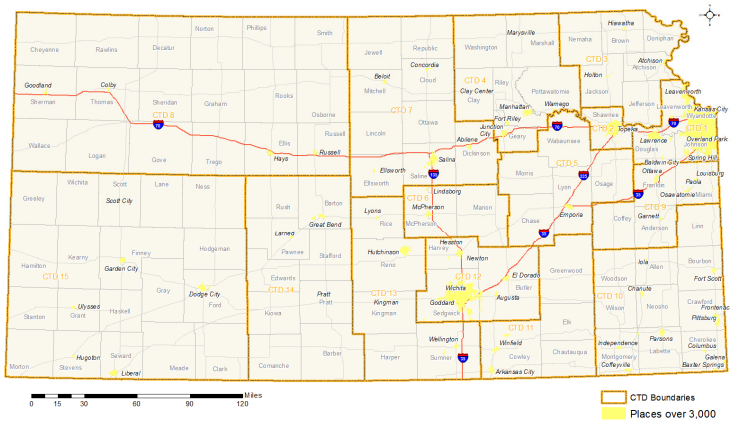
Implementation (6)

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

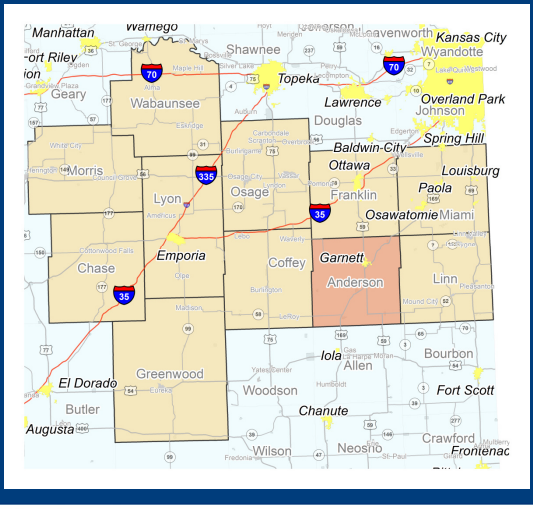


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013

OLSSON ASSOCIATES | URS | SRF

Provider	# of Vehicles	Description
Chase County	2	1 12-passenger van and 1 20-passenger transit bus with lift.
Franklin County Services for the Elderly	4	2 13-passenger vans with lifts, 1 15-passenger van with lift, and 1 passenger van with ramp.
Greenwood County Council on Aging	5	1 12-passenger van , 1 full-size station wagon, 1 mid-size car, and 2 passenger vans with ramps.
Osage County Council on Aging	3	1 20-passenger transit bus, 1 13-passenger van with lift and one 1 without.
Lyon County Department on Aging	6	4 20-passenger transit buses with lifts and 2 13-passenger vans with lifts.
Wabaunsee County	2	1 13-passenger van with lift and 1 without.
Community Senior Service Center, Inc.	3	1 passenger van with ramp and 2 mid-size cars.
City of Paola/Lakemary Center	9	8 12-passenger vans, and 1 13-passenger van with lift.
Paola Senior Citizens Center, Inc.	2	1 13-passenger van with ramp and 1 passenger van.
Linn County Transportation	2	2 13-passenger vans with lifts.
Morris County Transportation	3	1 13-passenger van with lift , 1 passenger van with ramp, and one without.
Anderson County COA	3	1 13-passenger van with lift, 1 without, and 1 full-size station wagon.
Coffey County Transportation	4	2 13-passenger vans with lifts,1 passenger van with ramp, and 1 without.
Louisburg Area Senior Center	3	1 13-passenger van with lift, 1 passenger van with ramp, and 1 without.
Tri-Ko	9	2 13-passenger vans with lifts, 1 12-passenger van without a lift, 3 20-passenger transit buses with lifts, 1 without a lift, and 2 passenger vans.
Paola Assoc. for Church Action	2	1 20-passenger transit bus and 1 passenger van with ramp.
Quest Services (Hartford)	1	1 13-passenger van with lift.
Mental Health Center of EC Kansas	9	5 12-paqssenger vans, 1 13-passenger van with lift, and 3 passenger vans
Hetlinger Developmental Services	1	1 mid-size car.
Elizabeth Layton Center	12	6 12-passenger vans, 2 13-passenger vans, 2 20-passenger transit buses with lifts, and 2 passenger vans.
Emporia Presbyterian Manor	1	1 13-passenger van with lift.
COF Training Services	10	4 13-passenger vans with lifts and 2 13-passenger vans without, 3 20-passenger transit buses with lifts, and 1 passenger van with ramp.

STRENGTHS

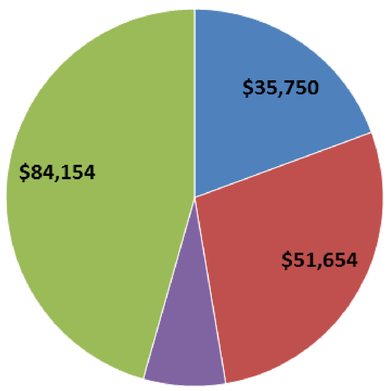
- Leadership Within Providers
- Numerous providers within region
- Central Dispatching Capacity

CHALLENGES

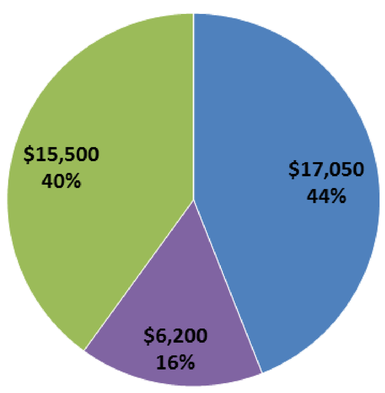
- Demand for inter-regional travel
- Geographic Coverage/Population Density
- Federal Funding Levels
- Numerous providers to coordinate

FUNDING SOURCES (FY 14)

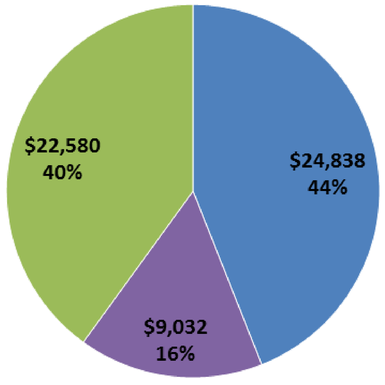
City of Paola/ Lakemary Center



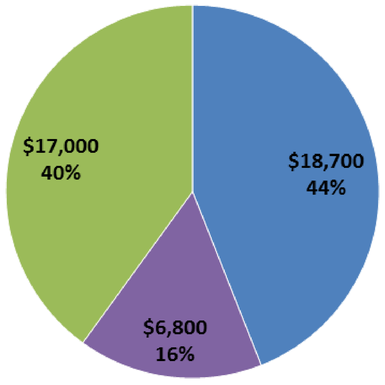
Osage County COA



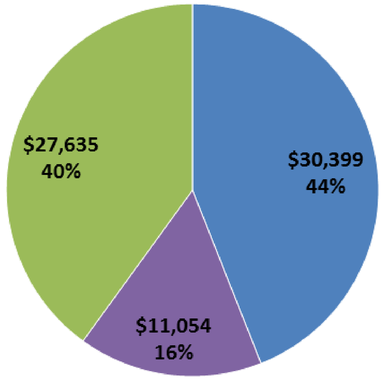
Morris County COA



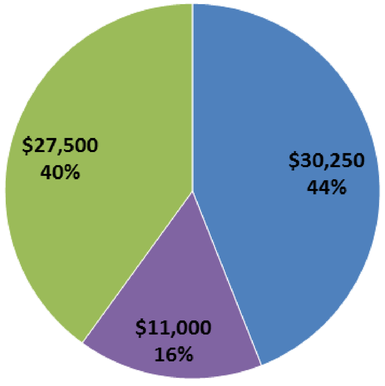
Chase County Senior Center



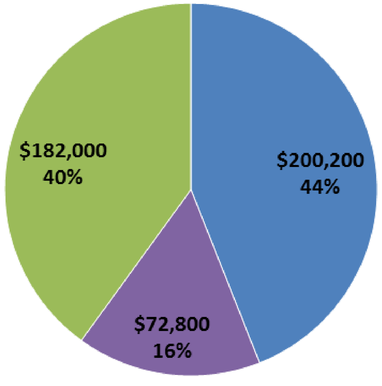
Wabaunsee Co. Transportation



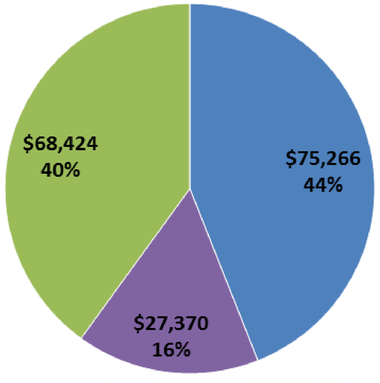
Anderson County COA



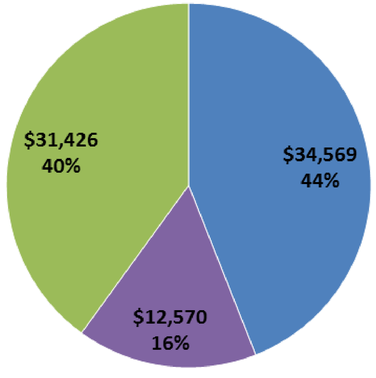
Lyon County COA



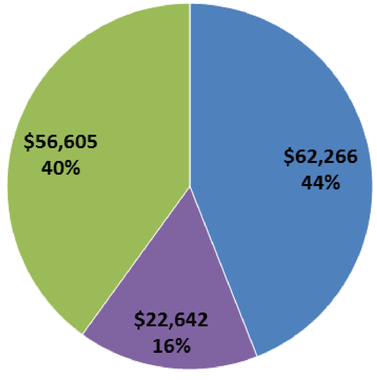
Coffey County Transportation



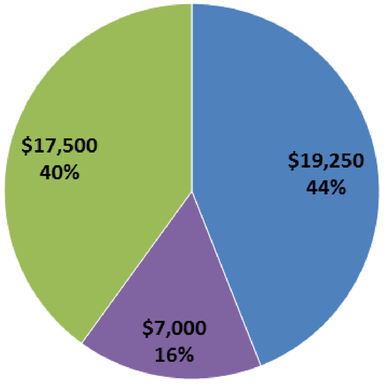
Community Senior Center



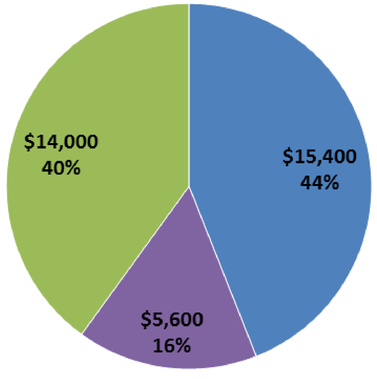
Franklin County Services for the Elderly



Louisburg Area Senior Center



Paola Senior Center



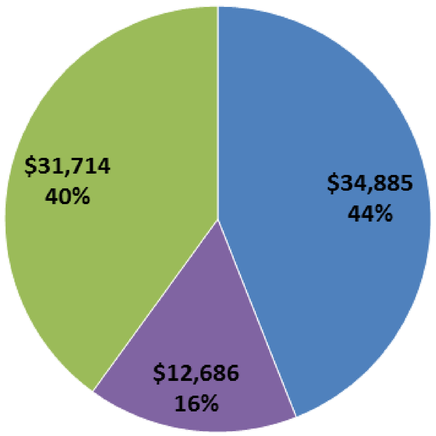
5316 5311 Local Match State

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

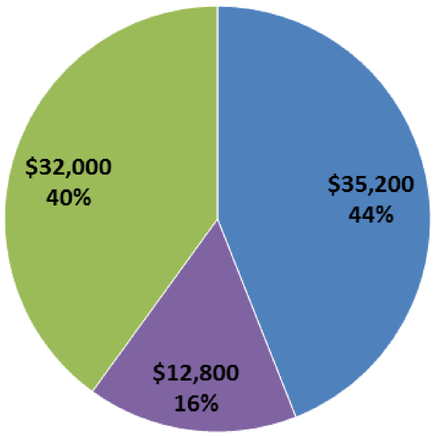
FUNDING SOURCES (FY 14)

Local Match | State | 5310 | 5311 | 5316 | 5317

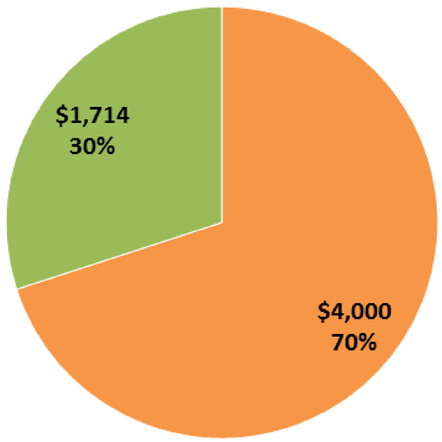
Linn County



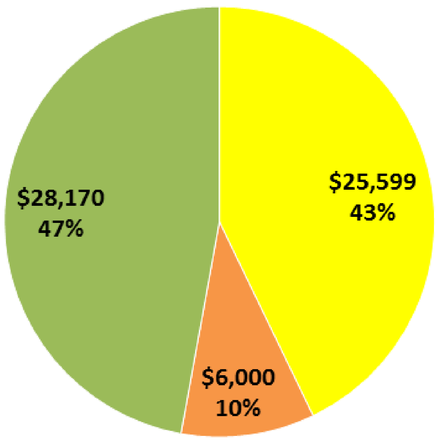
Greenwood County Council on Aging



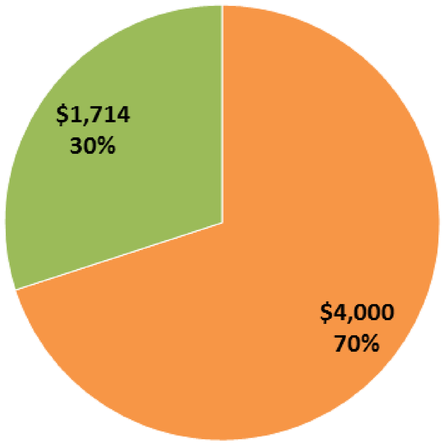
Emporia Presbyterian Manor



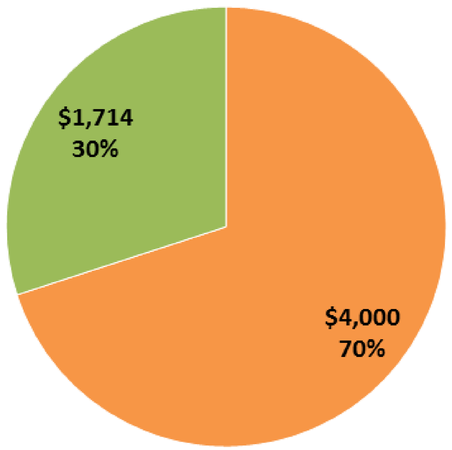
Tri-Ko



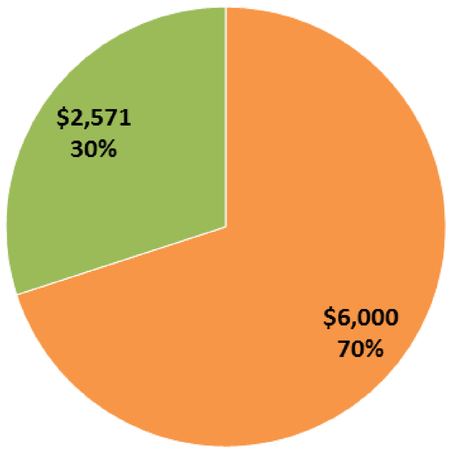
Paola Assoc. for Church Action



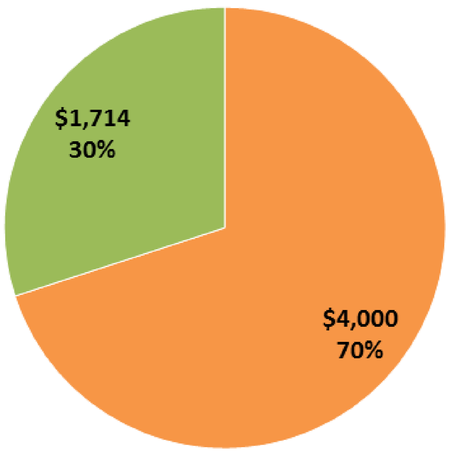
Quest Services (Hartford)



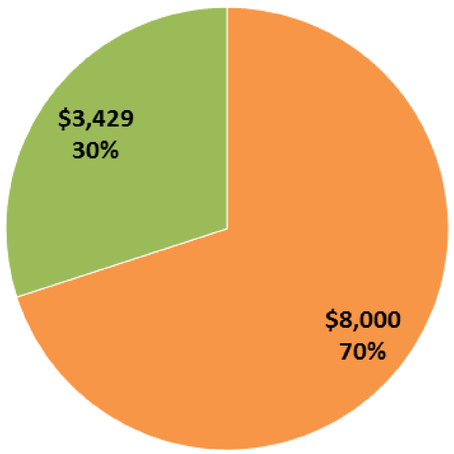
Mental Health Center of East Central Kansas



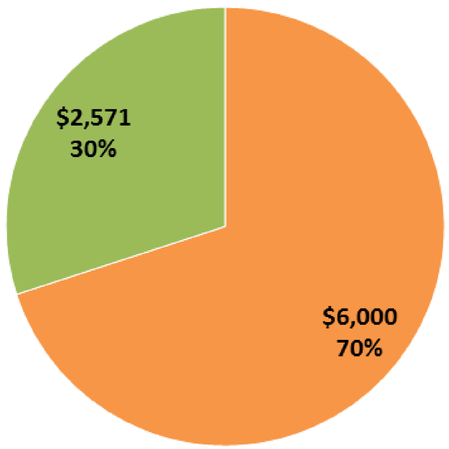
Hetlinger Developmental Services



Elizabeth Layton Center



COF Training Services



Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

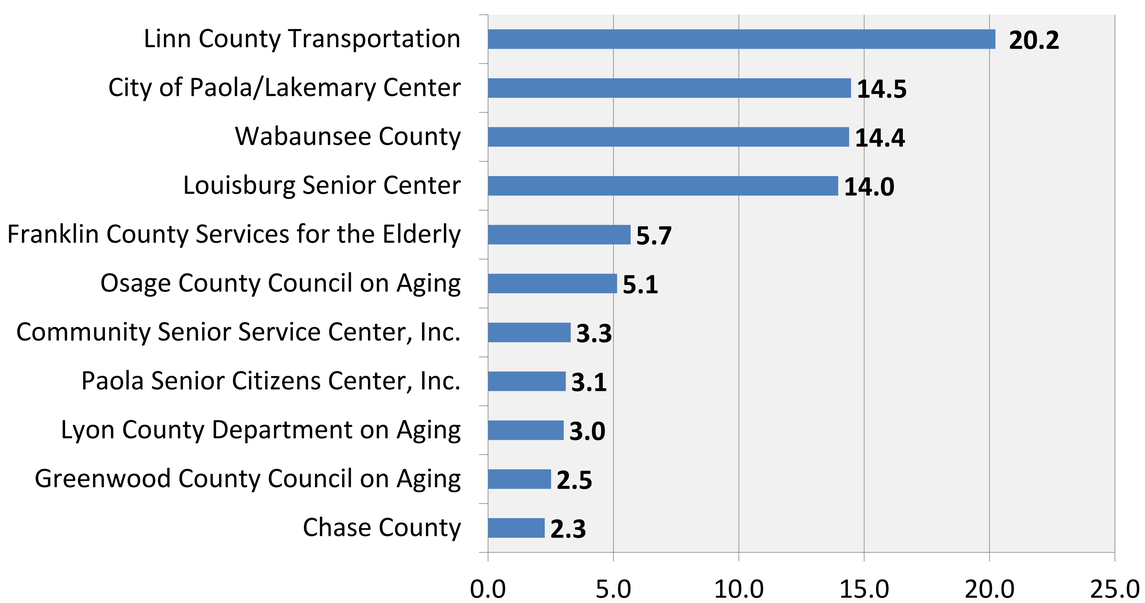
STAFFING

Provider	Staffing
Chase County	4 drivers, Part-time dispatchers
Franklin County Services for the Elderly	6 PT drivers; 1 FT dispatch
Greenwood County Council on Aging	3 FT Drivers plus 2 PT dispatch/drivers, 1 FT dispatch/driver,
Osage County Council on Aging	4 person-staff includes a Director (back-up driver), a FT Driver/Office Assistance, a PT Substitute Bus Driver, and a PT maintenance person for building maintenance and light bus cleaning duties.
Lyon County Department on Aging	4 FT drivers, 6 PT drivers 1 manager, 1 PT director, 1 dispatcher
Wabaunsee County	4 PT drivers, County staff assist with scheduling, etc.
Community Senior Service Center, Inc.	2 PT drivers, 1 FT dispatch/driver and 1 substitute driver
City of Paola/Lakemary Center	1 PT driver, 1 FT coordinator, 1 FT driver/administrator
Paola Senior Citizens Center, Inc.	2 PT drivers and PT dispatch
Linn County Transportation	4 – 1 full time driver, 1 office and back up driver, 1 mechanic and back up driver, 1 manager
Louisburg Senior Center	6 PT drivers, 1 Director (also drives)

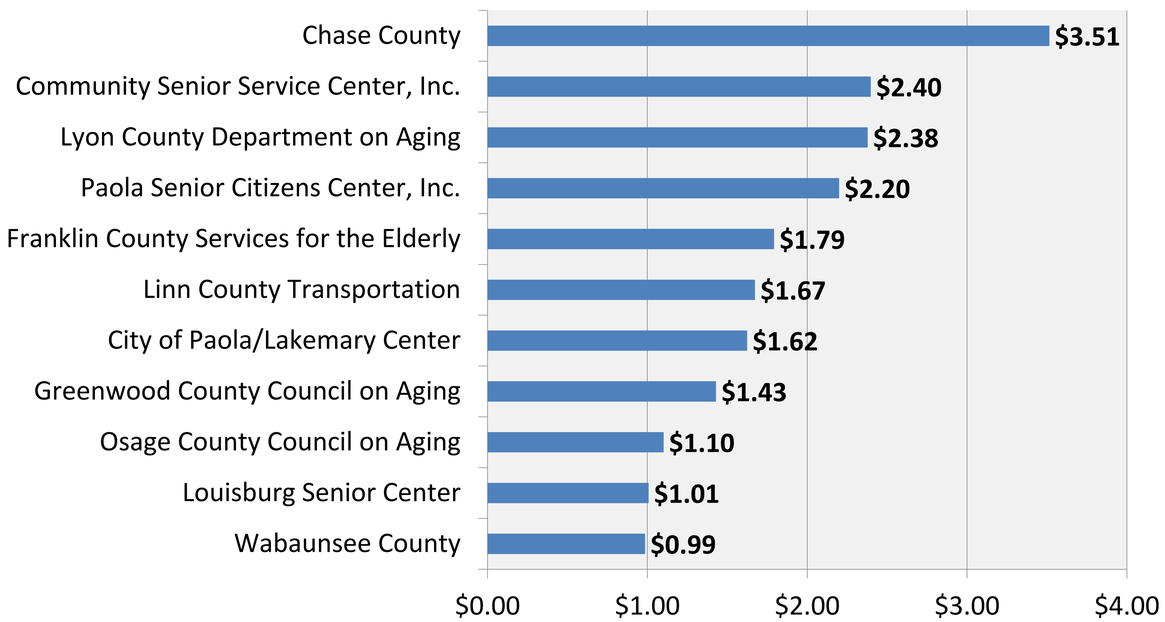
SPAN OF SERVICE

Provider	Span of Service
Chase County	Monday through Friday: 8:00 AM - 5:00 PM
Franklin County Services for the Elderly	Weekdays 8:00 AM to 2:30 PM
Greenwood County Council on Aging	Weekdays 8:00 AM to 5:00 PM
Osage County Council on Aging	Weekdays 8:00 AM to 5:00 PM
Lyon County Department on Aging	FR = Weekdays; 6:45 AM – 6:00 PM: DR = Weekdays; 7:30 AM – 7:00 PM
Wabaunsee County	Monday through Friday: 8:00 AM - 4:30 PM
Community Senior Service Center, Inc.	Mon-Fri, 8:00 AM to 4:00 PM
City of Paola/Lakemary Center	Monday – Friday 7:00 AM -4:30 PM
Paola Senior Citizens Center, Inc.	Monday – Friday 8:30 AM-3:00 PM
Linn County Transportation	Monday – Friday 8:00 AM-4:30 PM
Louisburg Senior Center	Monday – Friday 8:00 AM -5:00 PM

AVERAGE MILES PER TRIP



OPERATING COST PER MILE



OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

Central Region:
Reno County Public Trans. (4 vehicles); TECH (7 vehicles); Disability Supports of the Great Plains (5 vehicles); McPherson County COA (4 vehicles); Rice County COA (4 vehicles); Buhler Sunshine Home (1 vehicle).

Flint Hills Region:
Flint Hills Area Transportation Agency, Inc. (16 vehicles);
Pawnee Mental Health Services, Inc. (11 vehicles);
Big Lakes Developmental Center, Inc. (6 vehicles)

Lyon County DOA
(6 vehicles) operates fixed route service weekdays 6:45 AM to 6:45 PM and deviated route service weekdays 7:30 AM to 7 PM within the county plus rides to Topeka, Manhattan, and Kansas City by coordinating with Wabuansee Co.;
Mental Health Center of EC KC
(9 vehicles);
Hetlinger Developmental Services
(1 vehicle),
Emporia Presbyterian Manor
(1 vehicle)

Quest Service (Hartford)
(1 vehicle)

Morris County Transportation
(3 vehicles)

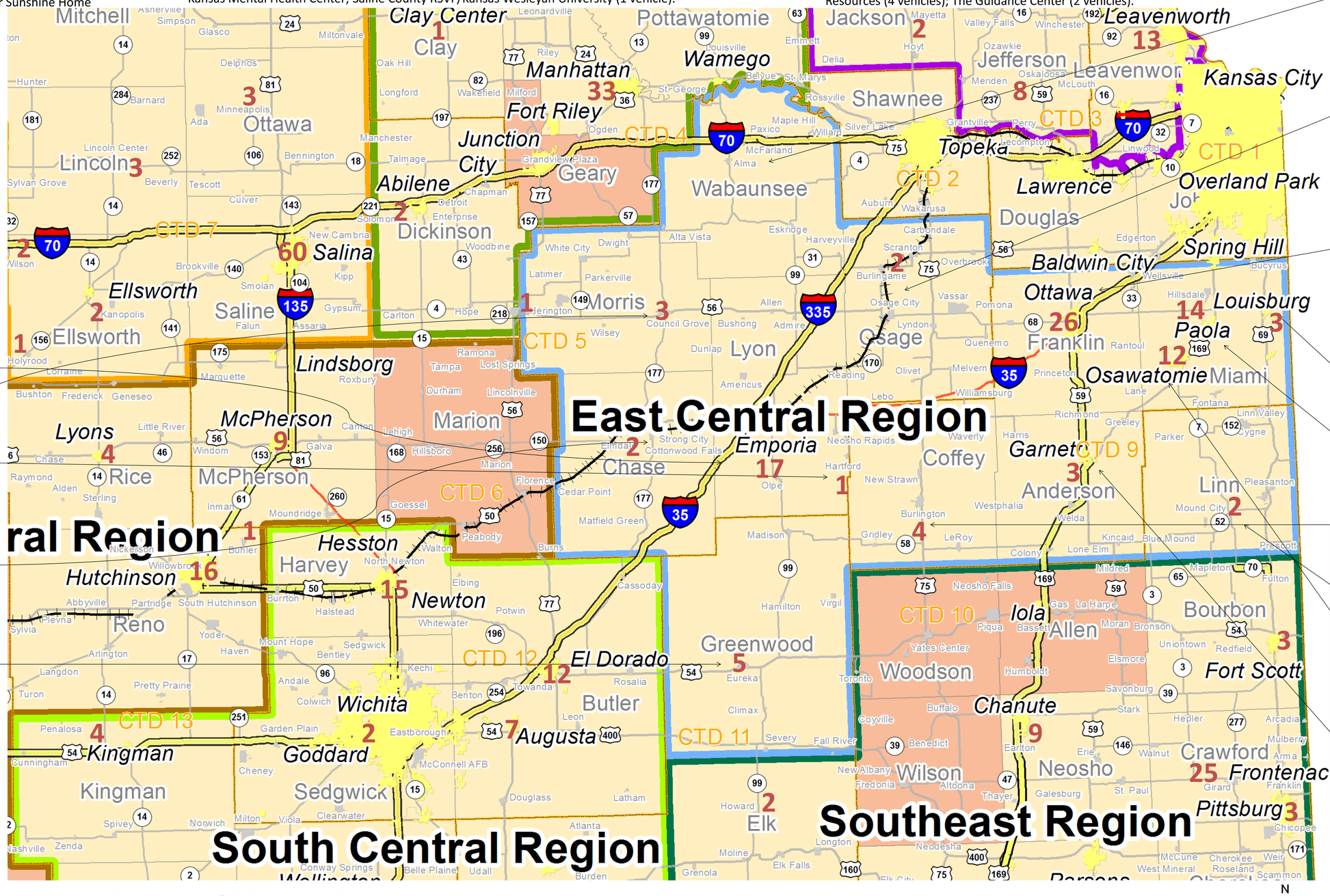
Chase County (2 vehicles) operates weekdays 8 AM to 5 PM within the county and on rare occasions outside Chase County.

Greenwood County COA
(5 vehicles) operates weekdays 8 AM to 5 PM within the county and as far as Wichita or Topeka.

South Central Region:
Kingman County COA
(2 vehicles);
City of Kingman Transportation Service (2 vehicles);
Prairie View (9 vehicles);
Harvey County Transportation (6 vehicles);
Sedgwick County DOA
(1 vehicle);
The ARC of Sedgwick County
(1 vehicle);
Butler County Dept. on Aging
(7 vehicles);
Creative Community Living
(12 vehicles) in Eldorado and Winfield.

North Central Region:
Ottawa County Transportation (3 vehicles); City of Holyrood (1 vehicle); Lincoln County Transportation (3 vehicles); Ellsworth county COA (2 vehicles); City of Wilson (2 vehicles); OCCK, Inc. (59 vehicles); Central Kansas Mental Health Center; Saline County RSVP/Kansas Wesleyan University (1 vehicle).

Northeast Region:
Prairie Band Pottawatomi Nation (2 vehicles); Jefferson County Service Organization (8 vehicles); Leavenworth county COA (7 vehicles); Riverside Resources (4 vehicles); The Guidance Center (2 vehicles).



Wabaunsee County
(2 vehicles) operates weekdays 8 AM to 4 :30 PM to as far as Kansas City and Jamestown, MO.

Osage County COA
(2 vehicles) operates weekdays 8 AM to 5 PM within the county plus regular trips to Topeka, Emporia, and limited to destinations within a 100-mile radius from Osage City. Six shopping trips a month to Topeka and Emporia.

Franklin County Services for the Elderly (4 vehicles) operates weekdays 8 AM to 2:30 PM within the county and to Douglas, Shawnee, and Johnson County for medical trips;
Elizabeth Layton Center
(12 vehicles);
COF Training Services
(10 vehicles)

Louisburg Area Senior Center
(3 vehicles)

City of Paola/Lakemary Center
(10 vehicles) operates weekdays 7 AM to 4:30 PM within Miami County and as far as the Kansas City metro area and Emporia;
Paola Senior Citizens Center, Inc.
(2 vehicles) operates weekdays 8:30 to 3 PM within a 8-10 mile radius of Paola plus medical trips to the Kansas City metro area;
Paola Assoc. for Church Action
(2 vehicles)

Linn County Transportation
(2 vehicles)

Community Senior Service Center, Inc.
(3 vehicles) operates weekdays 8 AM to 4 PM within Osawatomie and the southern 40% of Miami Co. and as far north as Paola;
Tri-Ko (9 vehicles)

Anderson County COA
(3 vehicles)

Coffey County Transportation
(4 vehicles)

Southeast Region:
SEK-CAP, Inc. (25 vehicles);
Tri-Valley (9 vehicles);
Bourbon County Senior Citizens, Inc. (3 vehicles);
Elm Acres Youth Home & Family Services, Inc. (3 vehicles;
Elk County COA (2 vehicles).

Potential Regions, CTDs, and Transit Availability
of vehicles

Regions as defined in "KDOT Transit Regionalization Technical Memo"
Olsson Associates, March 6th, 2013. Updated May 30th, 2013

Intercity Bus Corridor
AMTRAK Southwest Chief
CTD Boundaries
Places over 3,000
Counties With Transit
Counties Without Transit

Miles: 0, 12.5, 25, 50, 75, 100

N W E S

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

East - Central: R1

East Central Regional Outreach Meeting #2
Meeting Notes from Emporia

Emporia Meeting

December 10, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Franklin County Services for the Elderly, Lakemary Center, Greenwood County Council on Aging, Morris County Public Transportation, Osage County Council on Aging, Lyon County Department on Aging/Lyon County Area Transit (L-CAT), Chase County, Community Senior Services Center, Paola Senior Center, Coffee County Transportation, C.O.F. Training Services, Wabaunsee County Public Transportation and the Mental Health Center of East Central Kansas were present. Representatives from Franklin County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. He reminded participants there will be a third round of meetings in the spring of 2014 where strategies will be finalized leading towards implementation on January 1, 2015.

Mark Swope began the presentation by reviewing the overall project. He introduced this part of the project as phase two. The needs assessment report was previously distributed to stakeholders, as was a needs prioritization survey that asked stakeholders to prioritize needs in their region. Both the needs assessment and the needs priority survey form the basis for the discussion at the meeting, and Phase 2 of the project. The needs identified by the stakeholders as higher priority will be the focus of this meeting. The study group has some initial ideas of what strategies could be used to address the region's needs, but stakeholders will be needed to successfully pinpoint the appropriate strategies for the East Central Region's specific needs. The presentation for the East Central Region is attached following the notes page.

Let's Talk about Strategies to Address the Region's Highest Priority Needs

Need to establish a link between local service and inter-regional transit service

Option 1: Expand local service areas and coordinate with existing inter-county/regional services.

  - Coffey County makes longer distance trips and Anderson County has been called to schedule dialysis appointments to Paola in the past. They also go to Topeka (right through Osage County). Six to seven buses are running four days out of the week. Trips are taken to Topeka three times per week, Kansas City twice per week, and Wichita twice per week. Coordination efforts have also been made for daily radiation appointments in Ottawa.
  - Wabaunsee County transports people in Morris County to Topeka three times per week and actively coordinates with Lyon County at a county-line transfer location. They have also picked up people from Junction City. Trips are made to KU Medical Center for $7 round trips and $30 for KCI airport round trips. They have two vehicles, but sometimes takes advantage of county vehicles. Overall public demand for transit has increased recently, so certain communities within the county are provided service depending on the day of the week.
  - Lakemary Center transports Miami County residents to Kansas City, Overland Park, Olathe and Emporia. Their observed policy is that residents of Miami County are the only riders. Coordination efforts have been made with Osawatomie, Louisburg and Paola. Roundtrips to Emporia cost $25. Often takes trips to southern Johnson County weekly and dialysis trips three times a week.
  - Chase County does make long trips, but only has one vehicle available. This challenge brought on a discussion about coordinating with medical providers.
  - There is a desire for Johnson County to return people to Miami County.
  - Chase County has a relationship with the local dialysis office.
- *Option #2 – Establish regional route(s) that would hub out of Emporia and connect with locally operated services throughout the region.*
  - Many people saw the need for setting up regional routes.
  - Greenwood County has trips going to Wichita and El Dorado.
  - There would have to be more than one bus if a regional route was started.
  - Coffey County has done coordination with L-CAT because all of Coffey County buses were full.
  - L-CAT has to change mindset because when staff finds Wabaunsee is busy, L-CAT usually forgets to call other agencies.
  - Josh Power brought up the possibility of hiring a mobility manager that could work to coordinate with multiple transit providers and medical providers. The mobility manager would need to know the system before the system is marketed.
  - The lack of a regular schedule and advertisement increases the difficulties of implementing a regional route.

Need to increase the awareness and enhance the perception of transit service

- *Option #1 – Modify provider naming conventions to clearly convey the agency's mission of providing general public transit service.*

- *Option #2 – Coordinated Marketing – Use joint marketing templates and joint advertising to lower cost of marketing individual provider's transit service.*
- *Option #3 – Joint Branding – One informational number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.*
- *Option #4 – Full Branding Integration – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.*
    - Chase County doesn't see how Option #4 would work. Josh Powers reminded the group that these options wouldn't be prescriptive.
    - Tom Worker-Braddock spoke about the possibility of having a range of centralized dispatch options, from central "awareness" to central dispatching.
    - Option #4 would help with marketing the service to elected persons/stakeholders
    - Franklin County goes twice per year to Kansas City.
    - Chase County travels twice a month, while others go quarterly, to Kansas City.
    - Discussions continued on the need to cross boundaries relative to this region.

Need to assess the feasibility of "some level of service" in counties presently without service

- *Option #1 – Develop template MOU's that would allow counties with low levels of service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.*
- *Option #2 – Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.*
    - Discussions centered on how many resources would be devoted to a small segment of the population. Hopefully coordination efforts would increase the ridership numbers.

Final comments

Mark Swope concluded the meeting by discussing the next steps.

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

- The next round of meetings will happen in March or April. Communication will continue with specific providers between now and then. Governance and funding discussions will take place following the meetings in March/April.
- Time permitted discussions to continue and include the moderate priority needs. Questions also came up about how money would be affected if an agency doesn't participate in the

regionalization implementation. New funding would be dependent on participating in the regionalization efforts.

To: East Central Regional Committee

From: Mark Swope / Olsson Associates

Subject: Range of Transit Coordination Strategies for Region

Date: December 9, 2013

Background

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. We asked people to provide input on the importance of addressing each gap in order to prioritize our work to first developing strategies for those most critical needs/gaps. As funding for transportation services is tight at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working on with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 10, 2013 regional committee meeting in Emporia. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 10, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

Prioritization of the Needs / Gaps / Barriers

The focus of the August committee meeting was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the meeting were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs that encompassed those more specific needs identified at the local levels. This list is identified in Figure 1. This list was circulated to committee representatives

and other agency representatives attending the August meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed dozen needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents.

- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.
- Need to enhance the perception of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

List of Strategies / Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 10, 2013 regional committee meeting is to discuss the broad range of concepts with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a summary of each of the concepts and to touch on current services/ conditions in the focus area. The information provided is intended to provide the critical background for discussion on December 10, 2013.

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 10, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be retained for more detailed review and evaluation.
- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 1: East Central Region - Stakeholder Priorities Chart

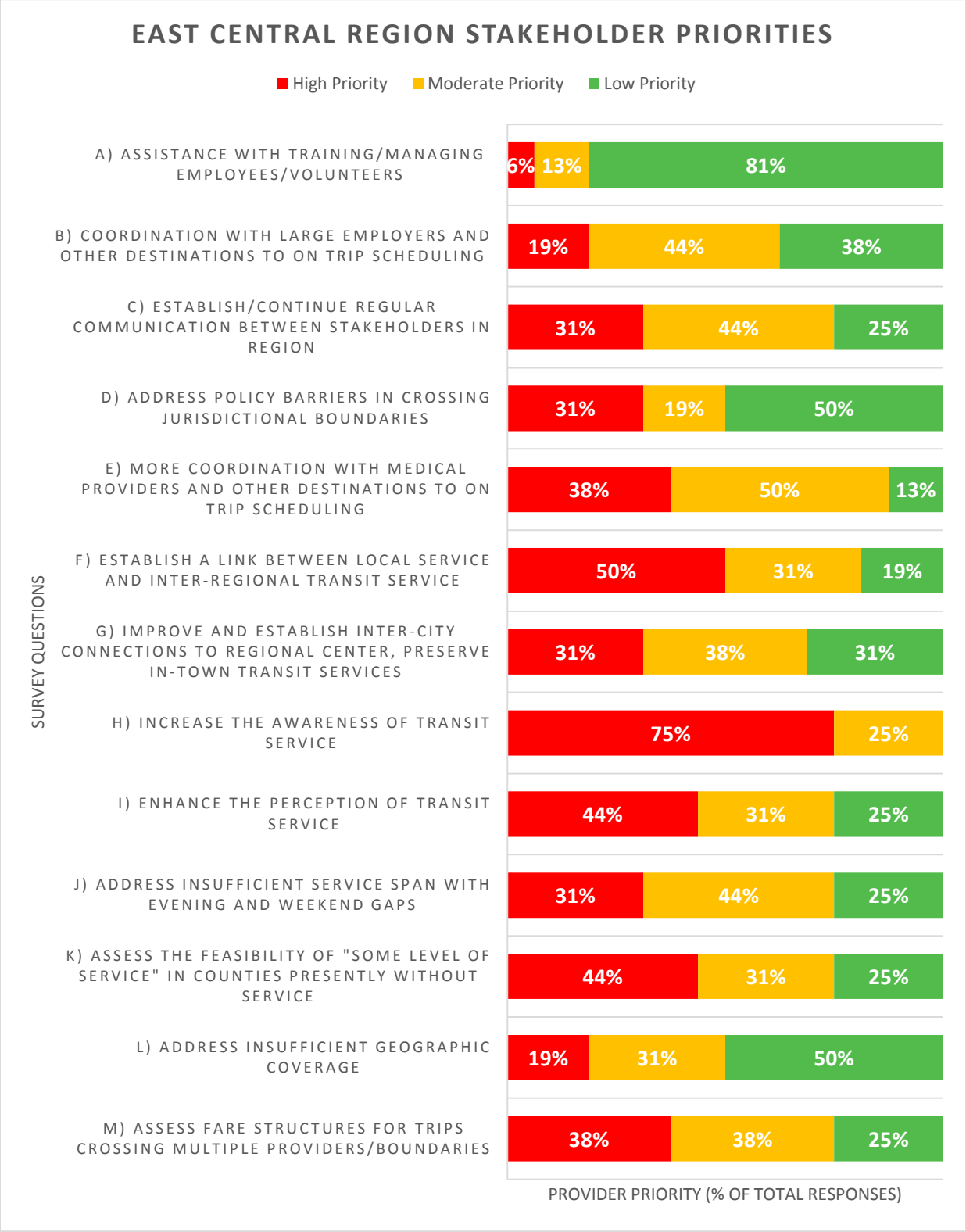


Table 1: East Central – Alternate Strategy Summary

Need to address policy barriers in crossing jurisdictional boundaries.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to establish a link between local service and inter-regional service		
Option 1: Expand local service areas and coordinate with existing inter-county/regional services.	Presently – LCAT works with Wabaunsee County for longer distance trips. Some providers do facilitate travel from adjacent counties (Greenwood County, Coffey County, Anderson County, Paola Senior Citizens Center).	-Would require multiple agencies to change their policies to provide a network capable of long-distance trips. Long distances and low number of existing vehicles may affect current services.
Option 2: Establish regional route(s) that would pivot out of Emporia and connect with locally operated services throughout the region.	Presently some regional trips do occur, but no identified regional route provider exists. Some bi-lateral agreements exist between providers.	-"Northbound" route that follows I-335 (to Topeka) or I-35 (to Overland Park / Kansas City), and "Southbound" route that follows I-35. -Long distances involve may create significant logistical barriers. -Need to determine origins of local match, and how costs would be allocated to counties being served. -Need to determine operating agency (
Concept Strategy – Need Addressed	**Background – Current Conditions**	**Comments**
Need to increase the awareness and perception of transit service.		
Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.	Names of current services may not convey the "general public" aspect of transportation.	
Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.		The large area and low density of transit services may limit the appeal of joint advertising.
Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.		Would still require a client to make multiple calls to schedule a trip. Clients unlikely to use the informational number more than once, and afterwards, directly call the appropriate transit agencies.

Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.		Would require significant coordination and integration of services. May have the largest impact on users in terms of making long distance trips or using trips of multiple providers.
Concept **Strategy – Need Addressed**	**Background – Current Conditions**	**Comments**
Need to assess the feasibility of "some level of service" in counties presumably without service		
Option 1: Develop template MOU's that would allow counties with low levels of service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.		Could contract out all or part of service.
Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.	Some with low levels of service may be adjacent to counties without capacity to provide additional service.	Would still require local participation in terms of local match, providing space to store vehicle, access to spare drivers. Long distances may create management difficulties. Could contract out all or part of service.

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 10th, 2013
East Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

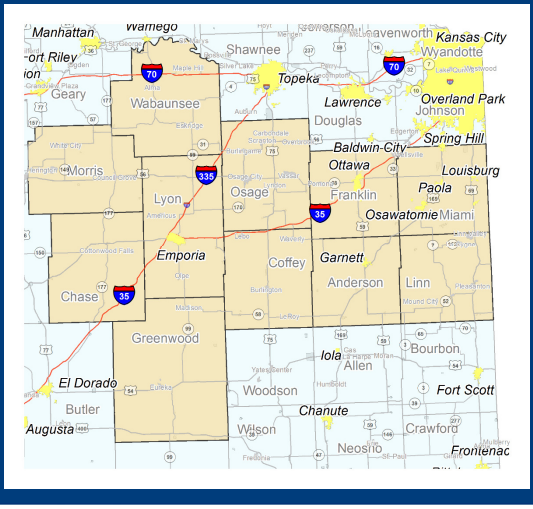
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the following High Priority Needs:
  - Need to establish a link between local service and inter-regional transit service.
  - Need to increase the awareness of transit service.
  - Need to enhance the perception of transit service.
  - Need to assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

East Central Region



East Central Identified High Priority Needs

- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.
- Need to enhance the perception of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish a link between local service and inter-regional transit service.
  - Option 1: Expand local service areas and coordinate with existing inter-county/regional services.
  - Option 2: Establish regional route(s) that would hub out of Emporia and connect with locally operated services throughout the region.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to increase the awareness and enhance the perception of transit service.
  - Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.
  - Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.
  - Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.
  - Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to assess the feasibility of "some level of service" in counties presently without service.
  - Option 1: Develop template MOU's that would allow counties with low levels of service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.
  - Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.

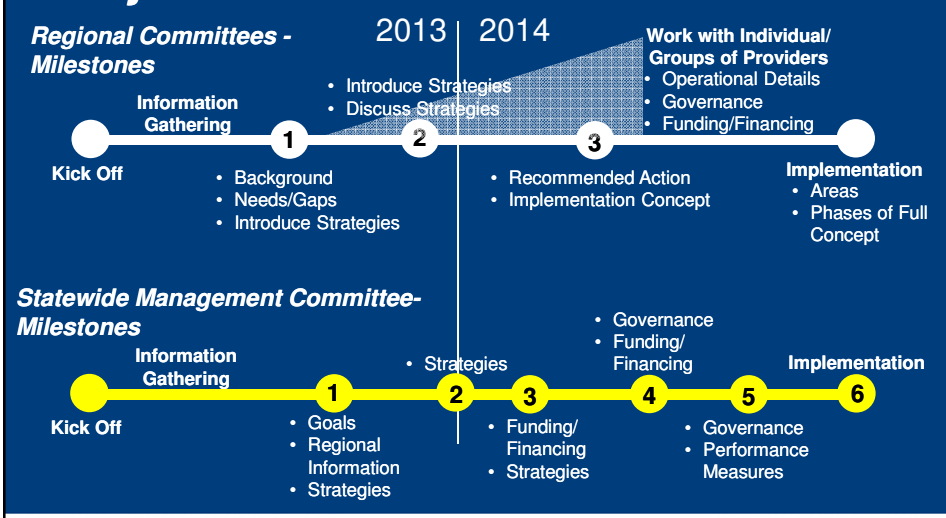
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - –Operational Details
  - – Governance
  - –Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 10th, 2013
East Central Region

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

East Central Identified Moderate Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need more coordination with medical providers and other destinations to on trip scheduling.
- Need to address fare structure for shared trips.
- Need to address insufficient service span with evening and weekend gaps.

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - East Central

DATE - 12/10/13

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
LaQuanna Barnhart PH: 242-7440	Fr. Co. Services for the Elderly	FrCodispatch@yahoo.com
ERIC CLARY PH: 913-557-4000 ext 405	Lake Mary Center Inc TRANSPORTATION COORDINATOR	eclary@lakemarycenter.org
JAMES M HAAG JR PH: 785 229 3550	Public Works Director FRANKLIN COUNTY	jhaag@franklincoks.org
Karen L Ebberts PH: 620-583-5453	Greenwood Co Council On Aging Eureka	SC67045@sbcglobal.net
Michelle Garrett PH: 620-767-5578	Morris Co. Public Transportation	morris@tctelco.net
Joyce F Saunders Pres PH: 620-583-6643	Greenwood Co. Council on Aging - Eureka	
Byron Jordan PH:	Director Osage Co. Council on Aging	byronj@mchsi.com
JAN ARB PH	L-CAT (Lyon Co. Area Transit)	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Doug Stueve PH:	Lyon Co Dept on Aging (Lyon County AREA Transit)	dstueve@lyoncounty.org
Deb Haglund PH:	Chase County County Coordinator on Aging	dhaglund1@sbcglobal.net
CHROL RHEA PH:	Community Sr. Service Ctr	Crhea@classicnet.net
Leanna Stanchfield PH:	PAOLA SENIOR CENTER	leannastanchfield@sudden link.~~com~~net.
KARA Reynolds PH:	Coffey Co. Transportation	coffeycotransportation@gmail.com
Carla Bienhoff PH:	COF TRAINING SERVICES	Cbienhoff@coftsi.org
Jennifer Savage PH:	Wab Co Public Transportation	jensavage@embarqmail.com
Amy Vajnar PH	Mental Health Center of East Central Kansas	avajnar@mhceck.org

OLSSON ASSOCIATES | URS | SRF

East Central Regional Working Session Meeting Notes from Emporia

Emporia Meeting

April 15th, 2014

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Louisburg Senior Center, Franklin County Services for the Elderly, Anderson County Council on Aging, Paola Senior Center, Osage County Council on Aging, Lyon County Area Transportation (L-CAT), Community Senior Center, City of Paola/Lakemary Center, Coffey County Transportation, Morris County Public Transportation, Greenwood County Council on Aging, Lyon County Department on Aging, Wabaunsee County Public Transportation, Chase County Public Transportation and COF Training Services were present. Representatives from Franklin County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. He reminded participants there will be a fourth round of meetings in September of 2014. Until the region knows what regional efforts will be adopted, it will be difficult to discuss funding at this time. However, in the fall, this group will reconvene in order to discuss opportunities and needs for local matching funds. After a consensus has been reached, KDOT and Olsson Associates will develop materials for providers to take back to their respective governmental leaders.

The advancement of regional efforts will decidedly bring more money to coordination activities in the end. Given the transit agencies see the benefits of coordination, the agency's daily functions will be made easier. If not, it is up to the agencies to let KDOT know of their displeasure towards the adopted coordination efforts.

Mark Swope introduced the four strategy categories. The four areas of the project include governance, communication, service/operations and administration/mobility management. While all coordination strategies involves cultivating communication, the day's working session will focus on transit service and operations. He then brought up top priority needs identified by the stakeholders in the East Central Region including:

- Establishing a link between local service and inter-regional transit.
- Increasing the awareness of transit service.
- Enhancing the perception of transit service.
- Assessing the feasibility of "some level of service" in counties presently without service".

Regional Governing Board

A way to address all four of the established needs is to create either a Regional Governing Board or a Transit Advisory Panel. In the case of a Regional Governing Board, a separate board could be created for each region so that policy decisions could be made on distinct issues affecting the East Central's region. This board would be represented by 5311 providers, among other stakeholders, and have numerous responsibilities including:

- Overseeing the mobility management program,
- Producing decisions on funding,
- Making policies on coordination and
- Reporting to KDOT

Questions/Comments -

- A question was asked concerning the difference between CTD's and the regions being discussed. The intentions are to replace the current Coordinated Transit District (CTD) format with the regions. This would happen after revisiting the local agreements. Originally, CTD's were created in 1992 emphasizing geographical boundaries, rather than travel boundaries. Before the regions are officially changed, stakeholders will need to confirm that the new regional boundaries, based more on travel boundaries, make sense.

Transit Advisory Panel

Establishing a transit advisory panel would include an increased effort to engage a broader group of stakeholders, including 5310 providers. These providers are non-publically funded transportation providers like major employers or major medical providers. Josh Powers commented on this strategy saying KDOT does not want to create a situation where 5310 providers do not feel like they can participate. KDOT would oversee the governing board in the case 5310's have concerns over their program.

Mark Swope clarified the responsibilities of the Governing Board saying their policy decisions would not be structured to affect the 5310 provider operations. It was also made clear that the mission of 5310 providers is distinct from the mission of 5311 providers.

East Central Regional Route

Another strategy to address the established needs of the region is to operate a regional route transporting people to Wichita and Topeka from a hub located in Emporia. This location was decided based on the central location of Emporia in relation to the East Central Region boundaries and the operational capabilities of L-CAT, which is also based in Emporia. This service would operate between

one and four days per week. This frequency supports medical and shopping based trips. Once the regional bus arrives at either Topeka or Wichita, the route would have an opportunity to circulate to destinations and interact with local fixed-route transit systems. This strategy could be evolved from the current coordination being done within this part of the region.

Questions/Comments -

- Kristy Haden from Wabaunsee County Transportation commented on the ridership estimates for the regional route and how they seemed to be low to her.

Kristy Haden and Ken Barrows described the strategy that the region was currently developing. The current strategy being considered involves many of the counties within the region with the exception of the four eastern-most counties including Franklin, Miami, Anderson and Linn. Roundtrips originating in the group of participating counties would include a $5 fare per county travelled. Whichever agency is transporting riders at any given time would recoup the fare collected for the provided trip. An online calendars will include a description of when vehicles will be back from their trips. Alignments for these trips would occur both on and off turnpike roads. Riders of the service will be told ahead of time that they have to pay multiple times. Potential complications arising from this service would involve the transportation of the elderly and their reliance on their own caretakers. Another important factor towards making the service effective is coordinating the operating hours of the participating providers.

Regional service from Paola to the Kansas City metro area was also discussed. This service would focus on transporting the four counties not involved in the previous regional route concept to the regional center of Kansas City metro area. Three operational concepts for this route were discussed, including:

- Johnson County Transit operating the route
- Another provider operating the route
- Increased coordination among providers to operate the route

Coordinated Dispatching

The strategies involving coordinated dispatching were discussed, including:

- Centralized scheduling of regional/long distance trips
- Centralized scheduling of all trips
- Centralized scheduling of all trips (central call number)

The local match for centralized dispatch could be funded through local money and get be paid through local dues, depending on who was actively participating.

Questions/Comments -

- A question was asked concerning whether there is a specific software system to be recommended for use in the future. KDOT said they are currently using Trapeze, but they hope to have something else by 2015.
- Chase County doesn't feel the need to invest in new software for their situation.

- Mark Swope asked additional questions to the stakeholders if they had issues with L-CAT being the agency responsible for the dispatching strategy. Stakeholders asked who would pay for the additional staff if L-CAT has to hire another person in order to begin the specified coordination strategy. Lastly, it was asked if there was any reason why the mobility manager couldn't be housed by the lead agency.

Transit Cost Allocation Model

A transit cost allocation model was presented by Tom Worker-Braddock. A cost allocation model would allow a transit agency to identify the complete costs associated with expanding service, or beginning service in a new area. This model will be emailed to providers in the following weeks.

Mobility Manager Position

The mobility manager position was discussed, including the position's duties, goals, potential organizational models and funding opportunities.

Questions/Comments

Many questions were brought up for further explanation of the mobility manager position. Stakeholders were curious about:

- Whether the manager's salary would include housing/office space and transportation.
- Whether the position could be also be considered for part-time employment.
- Whether the duties described could be / are being handled by the existing providers without the need and expense of an additional person.

Josh Powers restated the duties he sees for a mobility manager in the East Central Region. Those duties, in addition to what was discussed in the presentation, would include things like marketing and helping to codify and formalize any future regionalization efforts. Josh made it clear that the mobility manager position would not be ramped up for all the regions in that first year of implementation. Also, the position would not be filled by a KDOT employee. Mark Swope reassured that the study team's main goal for the mobility manager position is to hand off a framework for the position to KDOT. If it is decided a mobility manager is to be hired, KDOT will then use the provided framework during the hiring process.

Mark Swope noted that this effort only defines the position's role, responsibilities and job description. If the region does decide to hire a mobility manager, KDOT will provide the materials generated here, to ease the hiring and onboarding of a mobility manager.

Other

Mark Swope presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Mark concluded the meeting with Josh Powers adding some additional closing remarks. Josh was happy to see people are engaged in this regionalization process, and that there is already a lively discussion between stakeholders.

The effort will make a point to engage local officials in the fall once each region has reached consensus on details of the final strategies.

Questions/Comments
Stakeholders were interested in forwarding the governing board option. Following the creation of the board, a decision would be made on how to move forward regarding the hiring of a mobility manager for the region.

Providers interested in learning more about coordinated scheduling for the region included L-CAT, Coffey County and Louisburg Senior Center.

Ken Barrows, transit manager for L-CAT, wanted a copy of the meeting notes with the list of attendees so the local coordination effort can continue.

Regional Committee Meetings #3 – East Central Region Agenda / Outline

April 2014

Introductions and Reintroductions	-	**10:00 – 10:05**
Overview	-	**10:05 – 10:15**
Transit Governing Board	-	**10:15 – 10:30**
Regional Service Discussion	-	**10:30 – 11:30**
Centralized Scheduling Discussion	-	**11:30 – 12:00**
Lunch	-	**12:00 – 12:30**
Cost Allocation Discussion	-	**12:30 - 1:00**
Mobility Management Discussion	-	**1:00 - 1:45**
Wrap-up	-	**1:45 - 2:00**

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

East Central Region Working Session #3

April 15, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

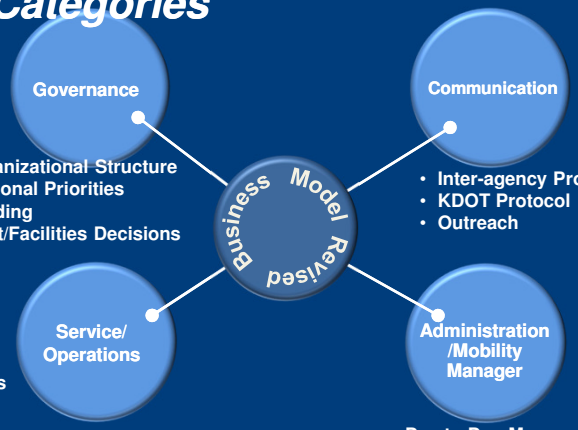
Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Creating a Governing Board and Advisory Committee
  - Implementing a Regional Route
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Establish a link between local service and inter-regional transit service.
  - Increase the awareness of transit service.
  - Enhance the perception of transit service.
  - Assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

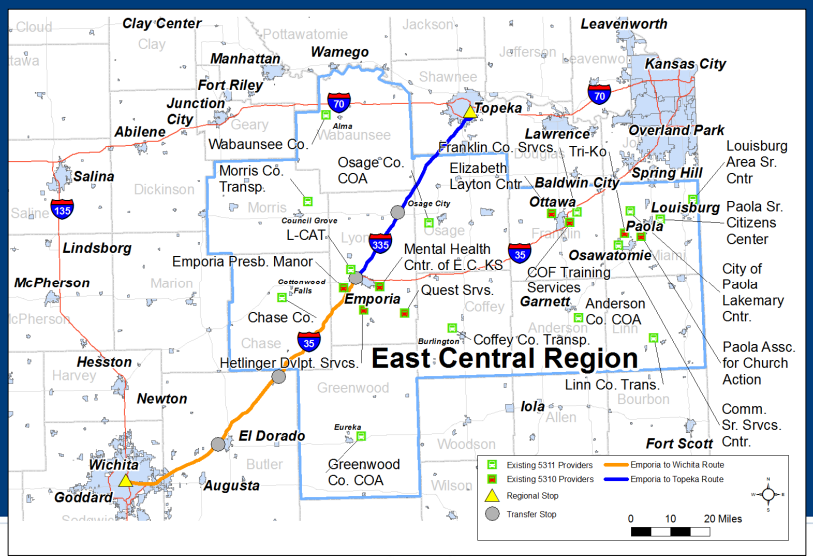
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Transit Advisory Panel

- What is the main purpose for the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- Under what organization would panel be governed under?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Add East Central Regional Routes



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Making Ideas a Reality

- Develop a Schedule
- Prepare Fare Structure
- Communication Plan:
  - Advertising Concept
  - Who to Call for Ride
- Determine if Need Agreements:
  - Schedule
  - Fares
  - Responsibilities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Schedules/Fares

- Range of Scheduling
  - Minimum of One Per Week
  - Maximum of Four Per Week
- Range of Fares
  - Distributed by distance relative to trip end
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares to regional center) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Schedule for Intercity Trips

Origin Community	Destination Community	Intermediate Stops	Trips/ Month
Emporia	Topeka	- Exit 147 to Council Grove, Osage City	4, 8 or 16
Emporia	Wichita	- Exit 92 to K-177 - Exit 71 to US-54	

Schedules/Fares

- Range of Scheduling
  - Minimum of One Per Week
  - Maximum of Four Per Week
- Range of Fares
  - Distributed by distance relative to trip end
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares to regional center) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fare Structure

Passenger Origin	Transit Provider	Fares
Western Counties		
Alma	Wabaunsee County	$7 roundtrip to adjacent counties $20 roundtrip anywhere else incl. KC
Burlington	Coffey County Transportation	Donations based on destinations
Cottonwood Falls	Chase County	Donations only
Council Grove	Morris County Transportation	Not Available
Emporia	L-CAT	$6 for coordinated out-of-county trips, plus additional fare from Wabaunsee County
Eureka	Greenwood County COA	$10 per hour out of town
Osage City	Osage County COA	$3 per scheduled trip in surrounding counties

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fare Structure

Passenger Origin	Transit Provider	Fares
Eastern Counties		
Garnett	Anderson County COA	Not available
La Cygne	Linn County Transportation	Mileage based fares
Louisburg	Louisburg Senior Center	$25 roundtrip outside of Rice County
Osawatomie	Community Senior Services	Trips outside the city adjusted for mileage $5 to Paola
Paola	City of Paola/ Lakemary Center	$25 roundtrip outside the county $5 for additional trips
Paola	Paola Senior Citizens Center	$25 roundtrip to Kansas City
Ottawa	Franklin County Services for Elderly	Suggested donation of $5 for out-of-town roundtrips

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Intercity Ridership

Corridor Name	Annual Ridership			Monthly Ridership
Trips per week	1 Trip	2 Trips	4 Trips	1 - 4 Trips
Emporia to Topeka	769	1,077	1,508	64 - 126
Emporia to Wichita	769	1,077	1,508	64 - 126

Ridership Model Factors/Inputs:

- Distance
- Frequency
- Demographics of Communities
- Fare
- Airport
- Regional Bus Connectivity

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Annual Operating Costs

Regional Routes	1 Trip per Week		2 Trips per Week		4 Trips Week	
	Total Cost	Cost/rider	Total Cost	Cost/rider	Total Cost	Cost/rider
Emporia to Topeka	$18,418	$24	$36,837	$34	$73,674	$49
Emporia to Wichita	$25,834	$34	$51,667	$48	$103,334	$69
Total	*$44,252*	*$28*	*$88,504*	*$41*	*$177,008*	*$59*

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares (Estimates)
One Trip per Week

Origin	50% Recovery Rate	25% Recovery Rate
Fares to Topeka		
Emporia	$12	$6
Exit 147	$12	$6
Fares to Wichita		
Emporia	$18	$9
Exit 92	$18	$9
Exit 71	$9	$4

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares (Estimates)
Two Trips per Week

Origin	50% Recovery Rate	25% Recovery Rate
Fares to Topeka		
Emporia	$18	$9
Exit 147	$18	$9
Fares to Wichita		
Emporia	$25	$13
Exit 92	$25	$13
Exit 71	$15	$7

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares (Estimates)
Four Trips per Week

Origin	50% Recovery Rate	25% Recovery Rate
Fares to Topeka		
Emporia	$25	$12
Exit 147	$25	$12
Fares to Wichita		
Emporia	$35	$18
Exit 92	$35	$18
Exit 71	$28	$9

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Range of Intercity Fares (Estimates)

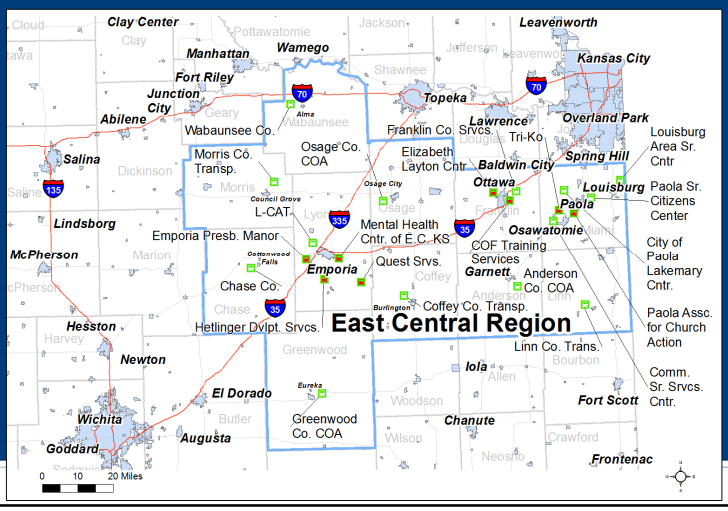
Summary

Origin	50% Recovery Rate			25% Recovery Rate		
Frequency	1 Trip/wk	2 Trips/wk	4 Trips/wk	1 Trip/wk	2 Trips/wk	4 Trips/wk
Fares to Topeka						
Emporia	$12	$18	$25	$6	$9	$12
Exit 147	$12	$18	$25	$6	$9	$12
Fares to Wichita						
Emporia	$18	$25	$35	$9	$13	$18
Exit 92	$18	$25	$35	$9	$13	$18
Exit 71	$9	$15	$28	$4	$7	$9

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

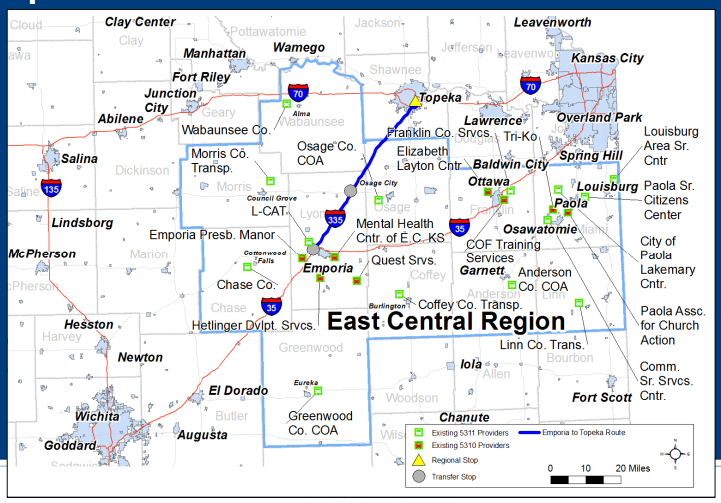
Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

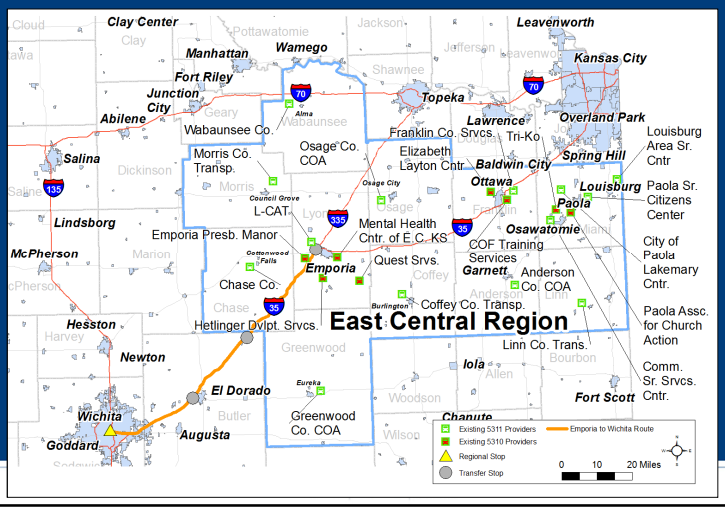
Topeka Route



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

Wichita Route



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

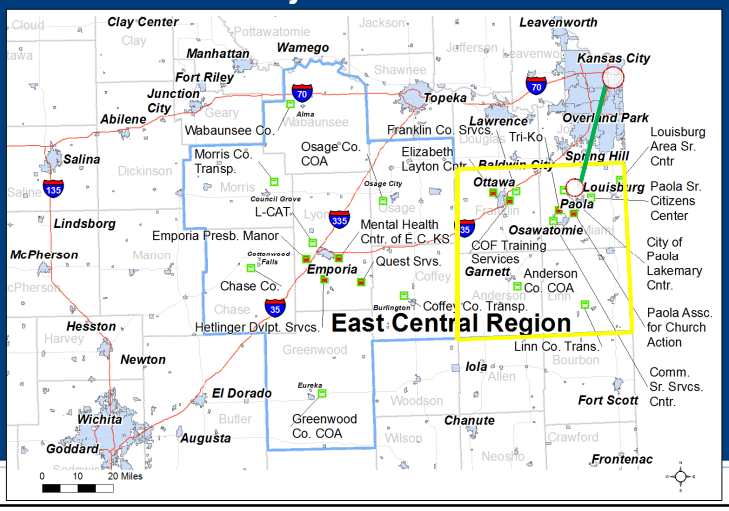
Regional Intercity Service

- Service originating in Paola travelling to the Kansas City Metro Area
- Discussion

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

Paola to Kansas City Area



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Dispatch

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

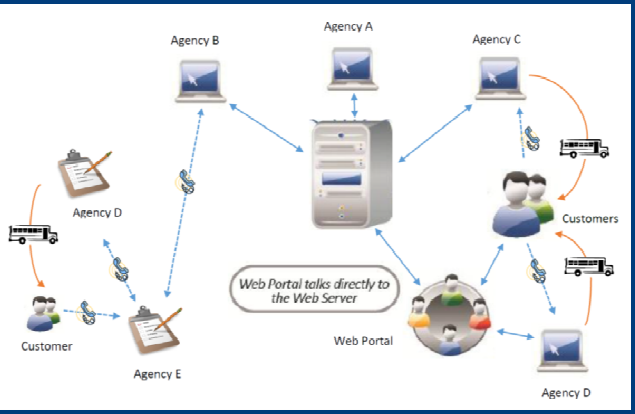
Option 2 – Centralized Scheduling of All Trips

Option 3 – Centralized Scheduling of All Trips (Central Call Number)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

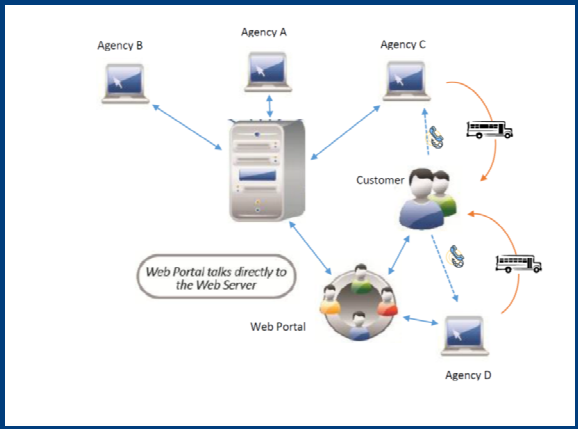
Option 1 – Centralized Scheduling of Regional/Long Distance Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

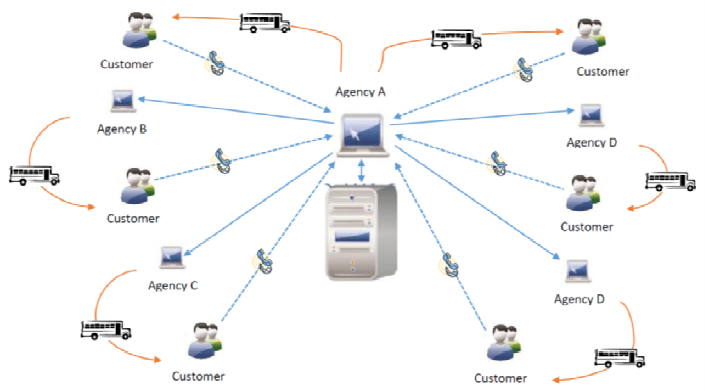
Option 2 – Centralized Scheduling of All Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

L-CAT Capacity

Question
Is it a REASONABLE assumption that L-CAT would be location for centralized dispatch?

L-CAT Numbers

Current Staffing:	How many more rides per month?
1 More Dispatcher:	Can it handle all the new request?
Current Space:	Can it handle room for another dispatcher?
Current Building:	How many more monthly trips?

Enhanced Coordination

- Improving communication between providers offering intercity trips and local providers wishing to transfer their riders onto a long-range trip, with excess capacity, that is travelling to regional centers.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$		$	

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate		70.32%		
(Total Fixed Cost as a % of Total Variable Cost)				
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing:		Projected Annual Hours		520
Fully Allocated Cost		Projected Annual Miles		5200
for new or modified service		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

Table Key
User Input Cell
Advanced Calculation

Mobility Manager Position Duties

- Customer Level
  - Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
- Organizational Level
  - Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

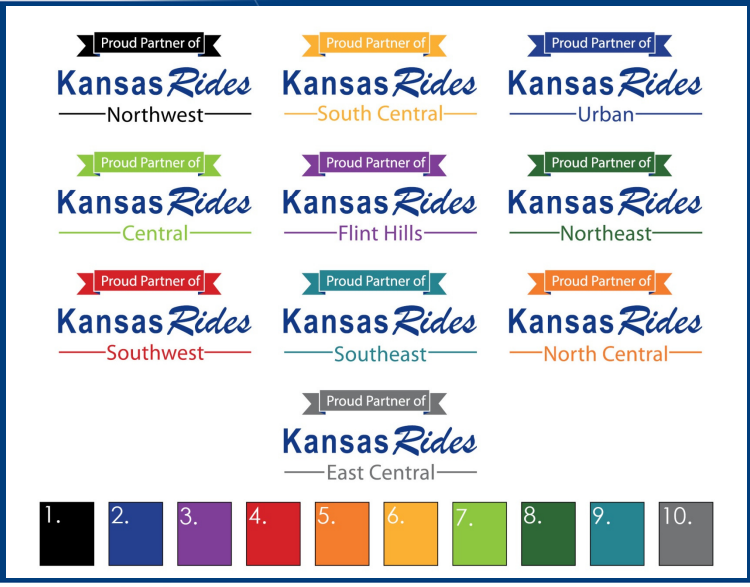
- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Implementing Regional Routes
- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proud Partner of

Kansas Rides
Southwest

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

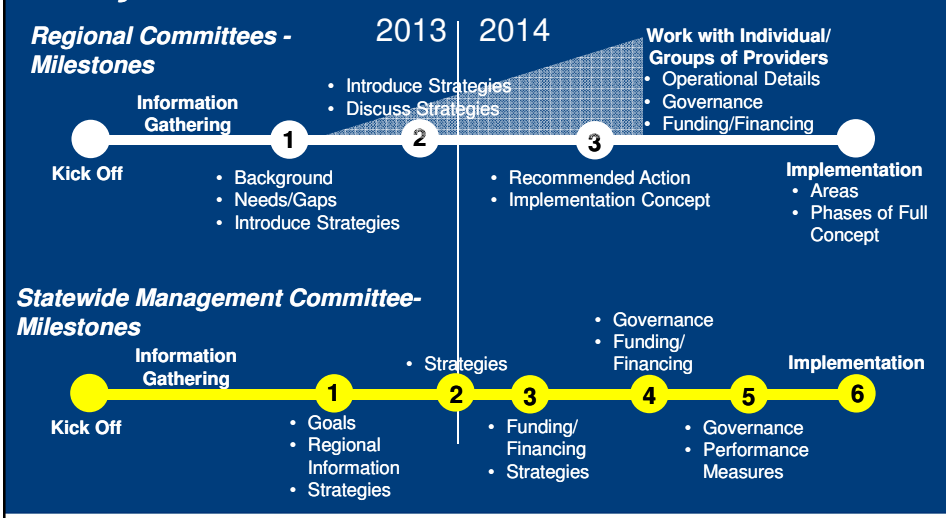
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - East Central Regional Meeting #3

DATE - 4/15/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jim Haag PH: 785-229-3550	Public Works Director Franklin County	jhaag@franklincoks.org
Beverly Steger PH: 913-837-5113	Louisburg Senior Ctr Director	seniorcitizens@mokancomm.net
Tom Steger PH: 913-980-5941	Driver Louisburg, Senior Ctr.	tsteger@mokancomm.net.
RaJeanna Barnhart PH: 785242-7440	Dispatcher Franklin Co Services for the Elderly	trcodispatch@yahoo.com
Marlyn Burkhardt PH: 785-867-2023	AN.Co. Council on Aging Garnett, Ks Chairman of Board	mjburkic@embarqmail.com
Leanna Stanchfield PH: 913-731-2163 wk. 294-4630	Dispatcher Paola Senior Center	leannastanchfield@suddenlink.com
Byron Jordan PH: 785-528-4906	Director Osage County Council on Aging	byronj@mchsi.com
KEN BARROWS. PH 620-343-4207	TRANSIT MANAGER. L-CAT	KENNKS2002.YAHOO.COM.

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
CAROL RHEA PH: 913-755-4786	DIRECTOR - COMMUNITY SENIOR CTR. OSAWATOMIE	crhea@classicnet.net
ERIC CLARY PH: 913-557-4000 ext 405	Lakemary transportation coord.	eclary@lakemaryctr.org
KARA Reynolds PH: 620-~~450-00~~ 364-1935	Coffey Co. Transportation Burlington	coffeycotransportation@gmail.com
Michelle Garrett PH: 620-767-5518	Morris Co. Public Transportation Council Grove, Ks 66846	Morris@tctelco.net
Karen Ebert PH: 620-583-5453	G W C C O A ging Eureka Ks	sc67045@sbcglobal.net
Doug Stueve PH: 620-340-8258	Director - Lyon Co. Dept. on Aging	dstueve@lyoncounty.org
Kristy Haden PH: 785-765-2422	Wabaunsee County Transportation	khaden@embarqmail.com
Jennifer Savage PH 785-765-2422	Wabco Public Trans	jensavage@embarqmail.com

OLSSON ASSOCIATES | URS | SRH

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Deb Haglund PH: 620-273-8511	Chase County Public Trans. County Coordinator on Aging	dhaglund1@sbcglobal.net
Carla Bienhoff PH: 785-242-5035	Project Manager COF Training Services	Cbienhoff@cofts.org
Joyce Saunders PH: 620-583-6643	Greenwood Co. Pres Sr. Council	sc64045@sbcglobal.Net
PH:		
PH:		
PH:		
PH:		
PH		

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates

Date: April 11th, 2014

Subject: KDOT Regional Transit Business Model –
East Central Intercity Transit Service Concept Analysis

INTRODUCTION

The need for a regional route in the East Central Region originated from a survey given to regional stakeholders who were asked to prioritize 13 locally identified needs. After discussing the results of the survey during stakeholder meetings, three primary needs were identified to be addressed further. While establishing a regional route was seen as a way to address the need to establish a link between local service and inter-regional service, the route could potentially support other primary needs of the region including the need to increase the awareness and perception of transit service and the need to provide of "some level of service" in counties presumably without service.

This memo seeks to provide information for the initial coordination strategy for the East Central Region of Kansas, including Linn County, Greenwood County, and parts of CTD 5 and 9, linking a combination of

- New intercity service between Emporia and Topeka, with a potential transfer stop between the two cities.
- New intercity service from Emporia to Wichita, with two potential transfer stops in between the regional centers.
- New intercity service originating in Paola offering stops within the Kansas City metro area.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

EXISTING REGIONAL SERVICE

After compiling data from provider surveys and phone- and in-person conversations with transit providers, it was made clear there are multiple providers offering long range trips to multiple regional centers including Topeka and Wichita. This duplicative service presents an opportunity to help each provider's operations become more efficient by offering a regional route alternative. Establishing a regional route allows providers the option to drop-off passengers at designated transfer stops along a route between Emporia and Topeka, and between Emporia and Wichita. Providers currently making the long distance trips have the ability to limit their operating expenses and refocus their efforts on providing local trips within their local service area.

Alternative intercity services available in the region includes Greyhound Lines Inc. and the Los Paisanos intercity bus services. Greyhound offers service through Wichita, Emporia, Topeka, Lawrence, Kansas; and Kansas City, Missouri. One northbound and two southbound daily trips are offered. The Greyhound fares within the region are listed in Table 1. Los Paisanos is an intercity bus provider offering service originating in northern Mexico to Wichita, Emporia, Topeka, Kansas and Kansas City, Missouri. The existing structure of the intercity bus options do not allow for many residents in the East Central Region to use intercity bus for medical appointments, social outings, employment, education, shopping trips, or other short-term visits. While there are local providers who offer service to regional centers like Topeka or Wichita, some providers only provide this service to passengers originating within a providers' service area.

Table 1 Greyhound Lines Inc. One-way Fares

Trips	Advanced Purchase	Standard
Emporia – Wichita	$20	$40
Emporia – Topeka	$13.50	$27
Emporia – Kansas City	$22	$44

Note: Advanced purchase fares are only eligible if purchased seven or more days prior to the actual trip.

BARRIERS AND OPPORTUNITIES FOR PROVIDERS TO PARTICIPATE IN THE REGION'S STRATEGY

Table 2 lists each city with its respective provider, unless no provider exists, and the barriers and opportunities each provider faces in participating in the proposed East Central Regional routes. These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

Table 2 Barriers and Opportunities for East Central Providers to participate in the Regional Strategy

Provider (City)	Barriers	Opportunities
Counties Bordering Lyon County		
Wabaunsee County (Alma)		-Provides service anywhere including as far as the Kansas City area
Coffey County Transportation (Burlington)	-Only transports Coffey County residents	-Offers trips within 75 miles of Coffey County
Chase County (Cottonwood Falls)	-Rarely travels outside the County	-Provides service in Chase County
Morris County Transportation (Council Grove)	-Service characteristics unknown	-Service characteristics unknown
L-CAT (Emporia)	-Limited to in-county trips.	-Provides county service and coordinates trips with Wabaunsee County to as far away as Manhattan, Topeka and Kansas City
Greenwood County Council on Aging (Eureka)		-Offers service within the county and as far as Wichita, Topeka
Osage County Council on Aging (Osage City)		-Provides service within the county and regular trips to Topeka and Emporia -Offers trips within a 100-mile radius of Osage City
Eastern Counties		
Anderson County Council on Aging (Garnett)		-Provides monthly trips to Ottawa in Franklin County and Lawrence in Douglas County.
Linn County Transportation (La Cynge)		-Provides trips within the county and hospitals in Kansas City
Louisburg Senior Center (Louisburg)		-Offers service within Miami County, Ottawa, La Cygne
Community Senior Services Center (Osawatomie)	-Paola is the northern service boundary	-Offers service within the city and most of Miami County
City of Paola/Lakemary Center (Paola)		-Offers service within Miami County and as far away as the Kansas City metro area and Emporia
Paola Senior Citizens Center (Paola)		-8 to 10 mile radius of Paola and medical trips to the Kansas City metro area
Franklin County Services for the Elderly (Ottawa)	-Offers service to Douglas, Shawnee and Johnson Counties for medical purposes	-Offers service within Franklin County

SERVICE PROVIDER

L-CAT, based in Emporia, currently operates the largest number of vehicles among the providers within the western seven counties of the East Central Region. In addition, L-CAT indicated that the organization was willing and technically capable of operating long distance routes throughout the region. L-CAT's central location within the region and along I-335 helps in transferring riders from surrounding counties to the identified regional centers of Topeka and Wichita. Other providers in the region also indicated a willingness to have L-CAT fulfill this role. The relatively large size of L-CAT's existing operation, in comparison with the size of other providers in the region, means that L-CAT would be able to operate new service while absorbing a lower amount of additional costs than other providers. This does not mean that L-CAT would be able to operate additional services without additional outside funding. Refer to Table 3 for the vehicle capacity of each provider within the East Central Region.

Table 3 Vehicle Capacity of Providers in the East Central Region

City/Provider	Vehicle Capacity
Counties Bordering Lyon County	
Wabaunsee County (Alma)	One 13-passenger van with lift and one without
Coffey County Transportation (Burlington)	Two 13-passenger vans with lifts, one passenger van with ramp, and one without
Chase County (Cottonwood Falls)	One 12-passenger van and one 20-passenger transit bus with lift
Morris County Transportation (Council Grove)	One 13-passenger van with lift, one passenger van with ramp and one without
L-CAT (Emporia)	Four 20-passenger transit buses with lifts and two 13-passenger vans with lifts
Greenwood County Council on Aging (Eureka)	One 12-passenger van, one full-size station wagon, one mid-size car, and two passenger vans with ramps
Osage County Council on Aging (Osage City)	One 20-passenger transit bus, one 13-passenger van with lift and one without
Eastern Counties	
Anderson County Council on Aging (Garnet)	One 13-passenger van with lift, one without, and one full-size station wagon
Linn County Transportation (La Cygne)	Two 13-passenger vans with lifts

City/Provider	Vehicle Capacity
Louisburg Senior Center (Louisburg)	One 13-passenger van with lift, one passenger van with ramp, and one without
Community Senior Services Center (Osawatomie)	One passenger van with ramp and two mid-size cars
City of Paola/Lakemary Center (Paola)	Four 12-passenger vans, one 13-passenger van with lift and five passenger vans
Paola Senior Citizens Center (Paola)	One 13-passenger van with ramp and one passenger van
Franklin County Services for the Elderly (Ottawa)	Two 13-passenger vans with lifts, one 15-passenger van with lift, and one passenger van with ramp

ROUTE CHARACTERISTICS & FEASIBILITY

To continue the evaluation of the concepts where new intercity transit routes are transporting passengers from other providers, this section estimates the ridership that could result from implementing the concept and examines the resulting effects on operating costs and revenue for trips originating in Emporia and ending in Topeka or Wichita. The section includes a discussion of ridership patterns, how proposed service costs were determined, and existing fares. The proposed northern route concept and proposed southern route concept are then described separately. The routes are described as three concepts with various levels of service. These concepts include a “baseline” concept, a “moderate” concept and a “high” concept that increases the number of vehicle trips. Additional detail of the methodology used to design the routes can be found in the accompanying appendix.

EXISTING RIDERSHIP PATTERNS

Having intercity transit currently operating within the region makes estimating potential demand easier for any future routes to the same destinations. At the same time, it is difficult to estimate the demand for trips that are currently not provided. Passengers in an agency’s home jurisdiction become accustomed to where an agency does or does not travel, and thus, do not request trips that the agency is unable to fulfill. Phone interviews were conducted with the providers that do provide regional trips. Conversations with transit providers in the region indicated that there is demand for trips to regional centers like Wichita and Topeka.

The information collected from the regional transit providers improved on and reinforced much of what stakeholders in the region had described in previous meetings and was useful in designing the operating characteristics for the regional routes.

COSTING METHODOLOGY AND EXISTING FARES

Annual Service Cost

The annual service cost is obtained from information provided by KDOT. The annual operating cost is determined by multiplying the number of miles traveled by the providers' cost per mile of providing service. To calculate the number of miles involved in the service, the number of runs is multiplied by the roundtrip distance. Multiplying the result by the cost per mile of the participating provider, in this case L-CAT, yields the annual cost of service. Since the final number is based on the total costs for L-CAT to operate the route, it includes a portion of all components that make up the total cost of the operations.

Annual Service Revenue

The providers in the East Central Region use a variety of fare structures. These fare structures include a flat trip rate, a per mile rate, or donations only. These fare systems are less suitable for regional routes that are longer distance and cross multiple county jurisdictions. The cost of service must be fairly distributed among those using the system while also balancing affordability. After using cost recovery thresholds of 10, 25 and 50 percent as a guideline, flat rate fares were assigned for riders from each city and multiplied those fares by the estimated ridership of their respective city. These scenarios would then range from a 10 to 25 to 50 percent share of the total anticipated operating cost. Occasionally, this estimate will be high since some passengers receiving free fare (e.g., young children) are included in the ridership numbers. Additionally, some passengers making one-way trips do not pay a roundtrip fare. Examples of fares currently used in the East Central Region can be seen in Table 4.

Table 4 Current Fares of Transit Providers

Provider (City)	Local Fare	Fares Outside Local Area
Counties Bordering Lyon County		
Wabaunsee County (Alma)	-$7 roundtrip within county	-$7 roundtrip to adjacent counties -$20 roundtrip anywhere else, including Kansas City
Coffey County Transportation (Burlington)	-Suggested donations based on destinations	-Same as local fare
Chase County (Cottonwood Falls)	-Donation only	-Same as local fare
Morris County Transportation (Council Grove)	-Fares Unknown	-Fares Unknown
L-CAT (Emporia)	-$1.25 per ride on fixed route and deviated routes -Offers ride passes for up to 4 months	-$6 for out-of-county coordinated trips. Wabaunsee County charges additional fare.
Greenwood County Council on Aging (Eureka)	-$2 roundtrip in town	-$10 per hour out of town

Provider (City)	Local Fare	Fares Outside Local Area
Osage County Council on Aging (Osage City)	-$2 per scheduled trip within county -$5 per person per unscheduled demand-response trips	-$3 per scheduled trip in surrounding counties
Eastern Counties		
Anderson County Council on Aging (Garnett)	-$2 suggested donation within county	-$7 suggested donation to Douglas County or Franklin County.
Linn County Transportation (La Cygne)	-No fare for trips within the county	Mileage-based Fares: -$15 for adjoining counties -$20 for Johnson, Neosho, and Crawford Counties -$25 for Franklin County -$30 for Kansas City -$35 for Leavenworth -$40 for Topeka
Louisburg Senior Center (Louisburg)	-$4 roundtrip within Louisburg -$6 roundtrip within the county	-$25 roundtrip outside of Miami County
Community Senior Services Center (Osawatomie)	-$1 per trip	-Out-of-town trips adjusted for mileage -$5 to Paola
City of Paola/Lakemary Center (Paola)	-$10 per roundtrip within Paola	-$20 roundtrip within the county, outside Paola -$25 roundtrip outside the county -$5 for additional stops
Paola Senior Citizens Center (Paola)	$1 per trip	-$10 roundtrip to Osawatomie -$25 roundtrip to Kansas City
Franklin County Services for the Elderly (Ottawa)	Suggested Donation: -$1 roundtrip within Ottawa	Suggested Donation: -$5 roundtrip out of town

LOCAL PROVIDERS ROLES IN PROPOSED REGIONAL ROUTES

The role of the local providers in this region are to transport people who reside in their service area and want to access the regional route. With the cooperation of providers along the northern and southern routes to deliver passengers to a common access point, the regional bus can effectively maintain a higher travel speed.

PROPOSED REGIONAL ROUTE - NORTHERN ROUTE

GENERAL ALIGNMENT

- Emporia to Topeka, following the I-335 toll road stopping en route at Exit 147 Council Grove, Osage City at US-56
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Emporia, the alignment proceeds northeast along I-335. Before arriving in Topeka, the bus has an optional stop at Exit 147. This transfer stop would enable riders originating from Morris, Wabaunsee and Osage Counties to connect to a closer location than Emporia when coordinating trips to Topeka. Refer to Figure 1 for the general alignment.

TRAVEL TIME

Table 5 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 5 assume an average vehicle speed of 65 mph along the I-335 toll road. In addition, one five-minute passenger boarding period is included for each stop on the way to Topeka (corresponding to one passenger being picked up in each stop). Passengers would be delayed by the boarding periods in stops between their origins and Topeka. Return trip travel times and distances would be similar to the outbound trips.

Table 5 Emporia – Topeka One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Emporia	1:10	57	1	1:15	5
Exit 147	0:40	35	0	0:40	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Topeka for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to the Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those with access to the regional route one chance each week to make the trip to Topeka. One bus will originate in Emporia and travel to Topeka before making the same trip back to Emporia. The operating schedule amounts to a single bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 769 roundtrip riders.

"MODERATE SERVICE LEVEL" AND "HIGH SERVICE LEVEL" CONCEPTS

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods employed in the baseline concept. Increases in passengers are calculated using an elasticity coefficient for frequency. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is 0.4, meaning that a 100% increase in frequency would likely result in a 40% increase in ridership[1]. However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

[1] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p3-19 lists the following table and a "typical "coefficient of 0.4.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to a bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, two round trips per week will be made on the same alignment. The same alignment will be assumed for the "High Service Level" concept, but with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the three levels of service concepts including the "baseline", "Moderate Service Level" and "High Service Level" is shown in Table 6.

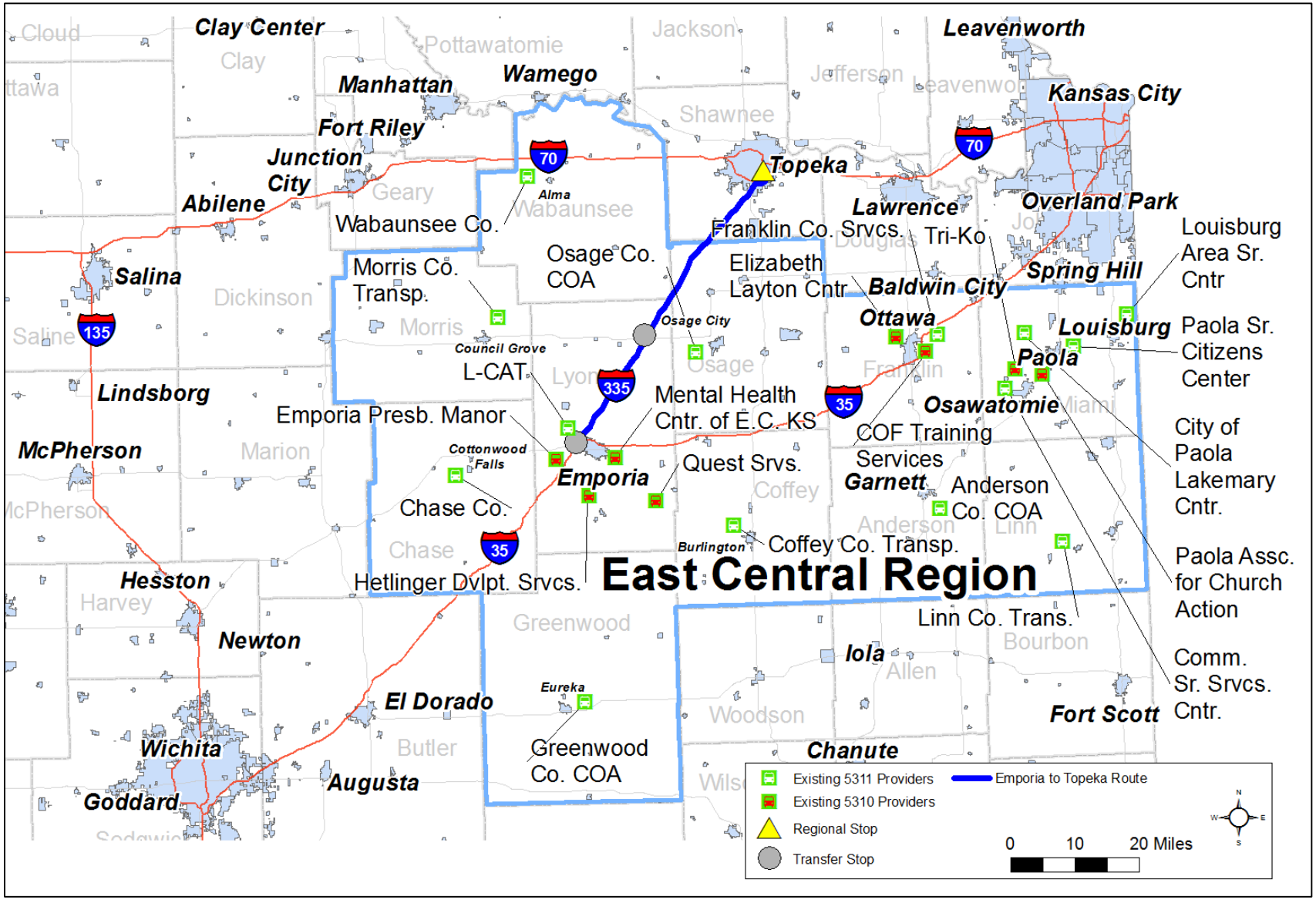
As shown in the table, fares for the baseline concept to Topeka are set at $12. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures is also shown in the table assuming a 25 and 10 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 6 Estimates for Trips to Topeka

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Burlington	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Burlington	58			82			114		
Fare from Emporia	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Emporia	579			810			1,134		
Fare from Osage City	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Osage City	65			91			128		
Fare from Alma	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Alma	17			24			34		
Fare from Council Grove	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Council Grove	50			70			98		
Total Annual Ridership	**769**			**1,077**			**1,508**		
Annual Cost of Service	**$18,418**			**$36,837**			**$73,674**		
50% Annual Cost Recovery	**$9,232**			**$19,387**			**$37,696**		
25% Annual Cost Recovery	**$4,616**			**$9,693**			**$18,094**		
10% Annual Cost Recovery	**$1,923**			**$3,770**			**$7,539**		
Total Annual Vehicle Capacity	**74%**			**52%**			**36%**		

Figure 1 shows the proposed alignment for the Northern Route.

Figure 1 Northern Route Alignment



PROPOSED REGIONAL ROUTE – SOUTHERN ROUTE

GENERAL ALIGNMENT

- Emporia to Wichita, following the I-335 toll road stopping en route at Exit 92 , K-177, and at Exit 71 in El Dorado.
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Emporia, the alignment proceeds southwest along I-335. Before arriving in Wichita, the bus has two optional stops located along the route. Providers transferring riders from their respective cities and counties would choose one of the two stops depending on the location of their transferred riders. The transfer stops would also enable riders to access the regional route without having to travel to Emporia before eventually going to the Wichita area. Refer to Figure 2 for the general alignment of the southern route.

TRAVEL TIME

Table 7 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 7 assume an average vehicle speed of 65 mph along I-335. In addition, one five-minute passenger boarding period is included for each stop on the way to Wichita (corresponding to one passenger being picked up in each stop). Passengers would be delayed by the boarding periods in stops between their origins and Wichita. Return trip travel times would be similar to outbound times.

Table 7 Emporia – Wichita One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Emporia	1:30	88	2	1:40	10
Exit 92	0:50	50	1	0:55	5
Exit 71	0:30	28	0	0:30	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Wichita for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those living near the regional route one chance each week to make the trip to Wichita. One bus will originate in Emporia and travel to Wichita before making the same trip back to Emporia. The operating schedule amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 769 roundtrip riders.

"MODERATE SERVICE LEVEL" CONCEPT AND "HIGH SERVICE LEVEL" CONCEPT

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods used in the baseline concept. Increases in passengers are calculated using the elasticity coefficient for frequency used for the Northern route. The small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, the same alignment will be used, but for an additional roundtrip each week. The same alignment will be assumed for the "High Service Level", but

with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the levels of service concepts is shown in Table 8.

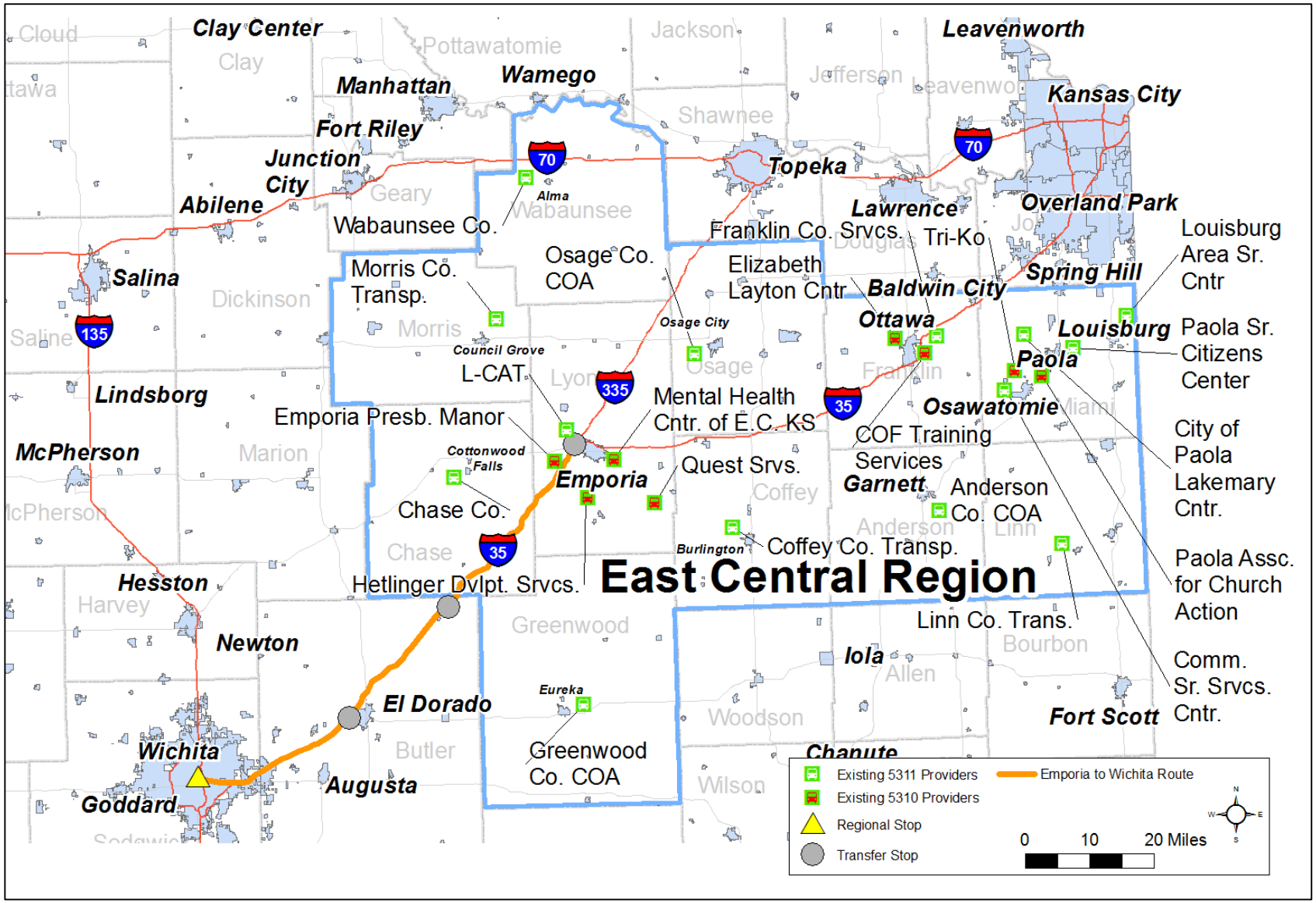
As shown in the table, fares for the baseline concept to Wichita range between $9 and $18. The difference assumes those receiving service from the surrounding Eureka area will transfer riders at the El Dorado transfer stop while those in Lyon and Chase Counties will transfer at either of the other two northern transfer stops on their way to Wichita. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 10 and 25 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 8 Estimates for Trips to Wichita

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Emporia	$18	$9	$4	$25	$13	$5	$35	$18	$7
Ridership from Emporia	673			943			1,320		
Fare from Cottonwood Falls	$18	$9	$4	$25	$13	$5	$35	$18	$7
Ridership from Cottonwood Falls	24			34			47		
Fare from Eureka	$9	$4	$2	$15	$7	$3	$28	$9	$5
Ridership from Eureka	72			101			141		
Total Annual Ridership	**769**			**1,077**			**1,508**		
Annual Cost of Service	**$25,834**			**$51,667**			**$103,334**		
50% Annual Cost Recovery	**$13,201**			**$25,921**			**$51,790**		
25% Annual Cost Recovery	**$6,565**			**$13,398**			**$25,875**		
10% Annual Cost Recovery	**$2,934**			**$5,184**			**$10,274**		
Total Annual Vehicle Capacity	**74%**			**52%**			**36%**		

Figure 2 shows the proposed alignment for the Southern Route.

Figure 2 Southern Route Alignment



OPERATING PLAN OF REGIONAL ROUTES

This section summarizes the basis for an operating plan to connect communities along the northwest corridor of I- 335 to Topeka and Wichita. The following components are outlined in this section:

- Intercity transit demand estimates
- Service hours to meet demand
- Financial Plan

In the attached Appendix, detailed tables are included to show additional support for the estimates made on the ridership, operating costs and fare assessments.

BASELINE, MODERATE, HIGH LEVEL OF SERVICE CONCEPT/ASSUMPTIONS

- New intercity service between Emporia and Topeka, with a potential transfer stop between the two cities.
- New intercity service from Emporia to Wichita, with two potential transfer stops in between the regional centers.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

FARE AND COST ASSUMPTIONS

Revenue hours – derived from the round trip travel time from Google Maps driving directions with an additional 30 minutes per cycle to account for in-town curb-to-curb service.

Operating cost – collected from KDOT TRACK data supporting the annual cost per mile, $2.30, for L-CAT to operate services from August 2012 to July 2013.

Fare revenue – assumes a fare depending on the level of ridership and relative population of each city compared to the total population along the regional route, and three scenarios assuming either a 10%, 25% or a 50% operating ratio.

PROJECTED DEMAND

The two corridors connecting to the regional centers are projected to have the following demand, Measured in annual unlinked trips, based on the toolkit in TCRP-147, and shown in Table 9.

Table 9 Demand Estimates

Regional Route	Annual Ridership		
	1 Trip/wk	2 Trips/wk	4 Trips/wk
Emporia – Topeka	769	1,077	1,508
Emporia – Wichita	769	1,077	1,508

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

OPERATING PLAN

The demand estimates outlined in the previous section present an estimate of ridership that is consistent with the number of trips that can reasonably be provided by intercity public transit. Beginning with those figures one can develop an operating plan for each corridor. With the ridership estimates noted here, a 20 passenger vehicles would typically be 1/3 to 3/4 full.

Table 10 Operating Characteristics

Corridor	Annual Ridership	Monthly Ridership	Vehicle Trips per Month	Revenue Hours per Trip	Annual Revenue Hours
Emporia to Topeka					
1 Trip/wk	769	64	4 round-trip	1:15 each way	117
2 Trips/wk	1,077	90	8 round-trip		234
4 Trips/wk	1,508	126	16 round-trip		468
Emporia to Wichita					
1 Trip/wk	769	64	4 round-trip	1:40 each way	139
2 Trips/wk	1,077	90	8 round-trip		277
4 Trips/wk	1,508	126	16 round-trip		544

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

The operating characteristics outlined in Table 10 represents a fully developed, well established transit system. It is expected that in the first years of deployment that ridership may not be at these levels.

FINANCIAL COSTS AND COST RECOVERY

The financial costs for operating intercity service to connect to the regional centers assumes an operating cost per mile of approximately $2.30. This rate represents what it costs L-CAT to operate its services and is within an acceptable range for an intercity transit service. Under this assumption, the total operating costs of intercity services are shown in Table 11. Also shown, is the first year's operating revenue, which is assumed to reflect three scenarios. One scenario has a 50 percent fare recovery ratio, which is the percent of operating costs covered by passenger fares. The other scenarios have either a 10 or 25 percent fare recovery ratio.

Table 11 Financial Summary

Corridor	Annual Operating Expenses	Annual Revenue (10% share)	Annual Revenue (25% share)	Annual Revenue (50% share)	FTA Section 5311 Aid
Emporia to Topeka					
1 Trip/wk	$18,418	$1,923	$4,616	$9,232	$9,186
2 Trips/wk	$36,837	$3,770	$9,693	$19,387	$17,450
4 Trips/wk	$73,674	$7,539	$18,094	$37,696	$35,978
Emporia to Wichita					
1 Trip/wk	$25,834	$2,934	$6,565	$13,201	$12,633
2 Trips/wk	$51,667	$5,184	$13,398	$25,921	$25,746
4 Trips/wk	$103,334	$10,274	$25,875	$51,790	$51,544

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

Additionally, fares were set at a standard rate with the exception of fares for trips originating at Exit 71 on the southern route. While these are assumed to be "walk-up" cash payments, alternative fare levels could exist for seniors, ADA passengers, multi-use passes, and rates that could be charged to human service agencies. Sample cash fares would be as follows:

Table 12 Fares to Regional Centers by Passenger Origin

Passenger Origin	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Trips/week	1x	2x	4x	1x	2x	4x	1x	2x	4x
Fares to Topeka									
Emporia	$12	$18	$25	$6	$9	$12	$2.5	$3.5	$5
Northern Transfer Stop Exit 147	$12	$18	$25	$6	$9	$12	$2.5	$3.5	$5
Fares to Wichita									
Emporia	$18	$25	$35	$9	$13	$18	$4	$5	$7
Southern Transfer Stop Exit 92	$18	$25	$35	$9	$13	$18	$4	$5	$7
Southern Transfer Stop Exit 71	$9	$15	$28	$4	$7	$9	$2	$3	$5

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

OTHER POTENTIAL STRATEGIES

ENHANCED COORDINATION

Independent of the creation of regional routes, transit providers in the East Central Region, particularly in those counties bordering Lyon County (Chase, Coffey, Greenwood, Lyon, Osage, Wabaunsee), have already initiated active coordination efforts for long distance trips. A group of transit providers have already begun discussions of a coordinated fare strategy and policies for long-distance trips and posting existing regional trip reservations on a central website hosted by Wabaunsee County, although more work remains to confirm acceptance and suitability of the fares and policies. This type of coordination would allow a provider that has a trip reserved to Wichita (or Topeka), to communicate to other providers the availability of spare seats for additional riders. Trip pattern and trip demand that occurs from this enhanced coordination, could provide insights for regularly scheduled regional routes. This type of enhanced coordination could also serve as a pretext to using more sophisticated and developed coordinated dispatching and scheduling software.

PAOLA REGIONAL ROUTE TO KANSAS CITY METRO AREA

An additional regional route serving the eastern four counties of Franklin, Anderson, Linn and Miami has been discussed among the study team. The route would originate at a defined stop in Paola where passengers would be transferring from their respective rural provider located in either of the previously mentioned counties. From there, riders would be dropped off at their chosen destinations in the Kansas City area and complete the trip back to Paola where they would transfer back to their local provider.

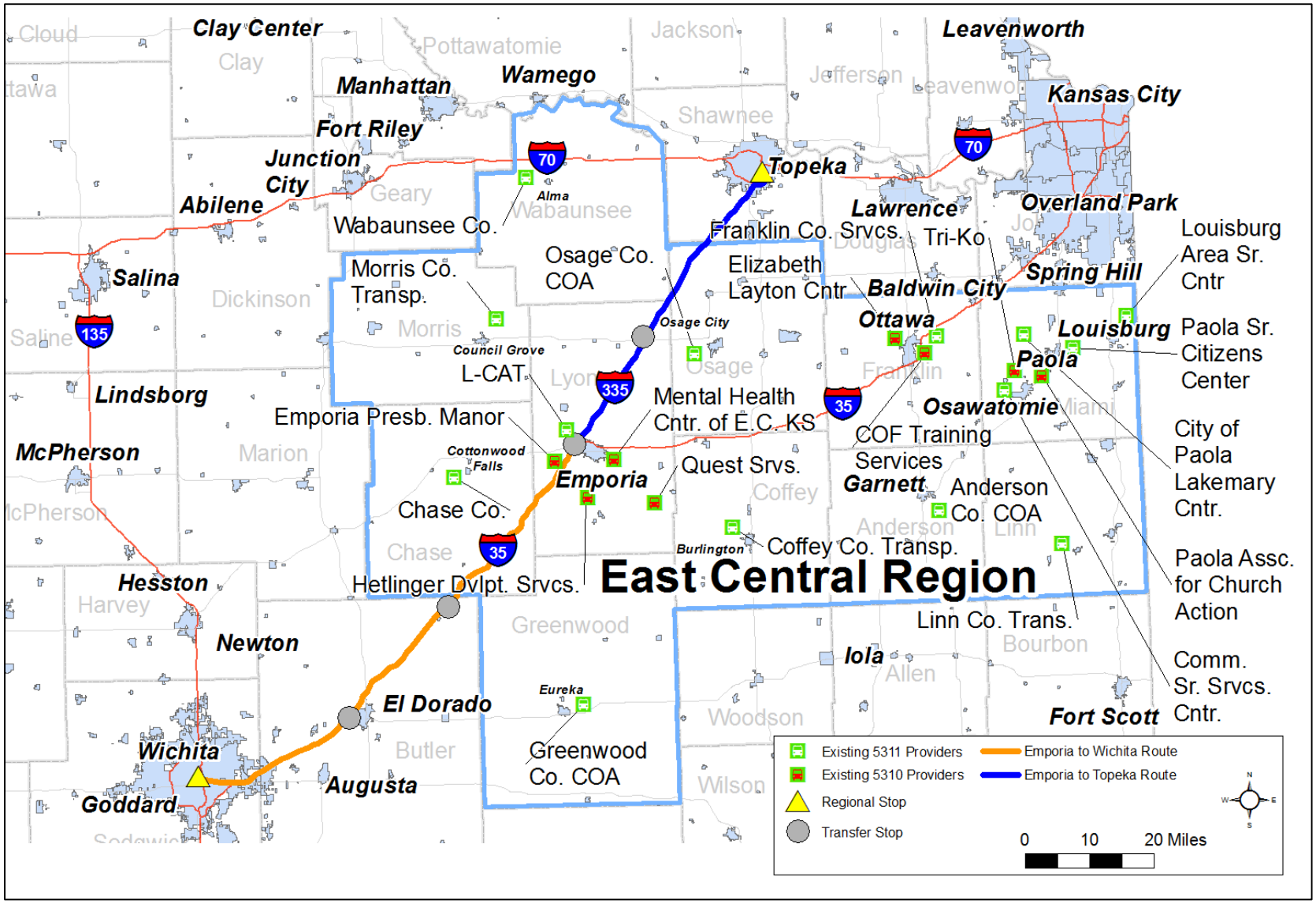
Johnson County Transit operated a commuter-based route from Paola in the past, but ended the route due to local budget constraints.

Before any additional analysis is made regarding this route from Paola to the Kansas City area, further discussions are needed between necessary stakeholders within the region.

CENTRALIZED DISPATCH / MOBILITY MANAGEMENT

Operations of the regional route may be further supported with regional dispatch/scheduling and mobility management. This would ease coordination between local providers that collect passengers and bring them to a central location to access the regional route. Regional scheduling may also allow the passenger and multiple providers involved in making a trip, to make the necessary scheduling arrangements with one call, instead of multiple calls between multiple parties. A mobility manager could collaborate with local operators to conduct outreach to unserved markets.

Figure 3 East Central Regional Route Concept



Appendix

Table 13 Ridership Estimates

Wichita - Southern Route			Baseline Concept 1 trip per week			Moderate Service Level Concept 2 trips per week			High Service Level Concept 4 trips per week		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**30,708**	**100%**	**769**	**15**	**15**	**1,077**	**10**	**21**	**1,508**	**7**	**29**
Cottonwood Falls	966	3%	24	0	0	34	0	1	47	0	1
Emporia	26,876	88%	673	13	13	943	9	18	1,320	6	25
Eureka	2,866	9%	72	1	1	101	1	2	141	1	3
Topeka - Northern Route			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**
Total Route	**35,732**	**100%**	**769**	**15**	**15**	**1,077**	**10**	**21**	**1,508**	**7**	**29**
Burlington	2,704	8%	58	1	1	82	1	2	114	1	2
Emporia	26,876	75%	579	11	11	810	8	16	1,134	5	22
Osage City	3,034	8%	65	1	1	91	1	2	128	1	2
Alma	797	2%	17	0	0	24	0	0	34	0	1
Council Grove	2,321	6%	50	1	1	70	1	1	98	0	2
Regional Route Total			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**
Total Route	**39,564**	**100%**	**1,539**	**30**	**30**	**2,154**	**21**	**41**	**3,016**	**14**	**58**
Council Grove	2,321	6%	50	1	1	70	1	1	98	0	2
Cottonwood Falls	966	2%	24	0	0	34	0	1	47	0	1
Emporia	26,876	68%	673	13	13	1,753	17	34	2,454	12	47
Eureka	2,866	7%	72	1	1	101	1	2	141	1	3
Burlington	2,704	7%	58	1	1	82	1	2	114	1	2
Osage City	3,034	8%	65	1	1	91	1	2	128	1	2
Alma	797	2%	17	0	0	24	0	0	34	0	1

Table 14 Operating Costs

Regional Route Destination	Distance (miles)	Annual Ridership			Cost/Rider			Remaining Cost/Rider			
		One Trip/wk	Two Trips/wk	Four Trips/wk	One Trip/wk	Two Trips/wk	Four Trips/wk	Cost Recovery	One Trip/wk	Two Trips/wk	Four Trips/wk
Wichita	108	769	1,077	1,508	$34	$48	$69	50%	$17	$24	$34
Wichita	108	769	1,077	1,508	$34	$48	$69	25%	$25	$36	$51
Wichita	108	769	1,077	1,508	$34	$48	$69	10%	$30	$43	$62
Topeka	77	769	1,077	1,508	$24	$34	$49	50%	$12	$17	$24
Topeka	77	769	1,077	1,508	$24	$34	$49	25%	$18	$26	$37
Topeka	77	769	1,077	1,508	$24	$34	$49	10%	$22	$31	$44

Regional Route Destination	Trips/wk	One-Way Trip	Round-Trip	Miles/wk	Annual Round Trips	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
Wichita	One trip/wk	108	216	216	52	11,232	$25,834	$12,917	$17	$6,458	$8	$2,583	$3
Wichita	Two trips/wk	108	216	432	104	22,464	$51,667	$25,834	$24	$12,917	$12	$5,167	$7
Wichita	Four trips/wk	108	216	864	208	44,928	$103,334	$51,667	$34	$25,834	$17	$10,333	$13
Topeka	One trip/wk	77	154	154	52	8,008	$18,418	$9,209	$12	$4,605	$6	$1,842	$2
Topeka	Two trips/wk	77	154	308	104	16,016	$36,837	$18,418	$17	$9,209	$9	$3,684	$5
Topeka	Four trips/wk	77	154	616	208	32,032	$73,674	$36,837	$24	$18,418	$12	$7,367	$10

Table 15 Fare Assessment - based on a 10% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$4	$97	1	34	$5	$169	1	47	$7	$332
Emporia	13	673	$4	$2,693	18	943	$5	$4,713	25	1,320	$7	$9,238
Eureka	1	72	$2	$144	2	101	$3	$302	3	141	$5	$704
Total: Emporia to Wichita	**14.79**	**769**	**$4**	**$2,934**	**21**	**1,077**	**$5**	**$5,184**	**29.00**	**1,508**	**$7**	**$10,274**
Annual Op. Cost (10% of total)				**$2,583**				**$5,167**				**$10,333**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1	58	$2.5	$146	2	82	$3.5	$285	2	114	$5	$571
Emporia	11	579	$2.5	$1,447	16	810	$3.5	$2,835	22	1,134	$5	$5,671
Osage City	1	65	$2.5	$163	2	91	$3.5	$320	2	128	$5	$640
Alma	0.33	17	$2.5	$43	0	24	$3.5	$84	1	34	$5	$168
Council Grove	1	50	$2.5	$125	1	70	$3.5	$245	2	98	$5	$490
Total: Emporia to Topeka	**15**	**769**	**$2.5**	**$1,923**	**21**	**1,077**	**$3.5**	**$3,770**	**29**	**1,508**	**$5**	**$7,539**
Annual Op. Cost (10% of total)				**$1,842**				**$3,684**				**$7,367**

Table 16 Fare Assessment - based on a 25% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$9	$218	1	34	$13	$440	1	47	$18	$854
Emporia	13	673	$9	$6,060	18	943	$13	$12,254	25	1,320	$18	$23,755
Eureka	1	72	$4	$287	2	101	$7	$704	3	141	$9	$1,267
Total: Emporia to Wichita	**14.79**	**769**	**$9**	**$6,565**	**21**	**1,077**	**$12**	**$13,398**	**29.00**	**1,508**	**$17**	**$25,875**
Annual Op. Cost (25 % of total)				**$6,458**				**$12,917**				**$25,834**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1	58	$6	$349	2	82	$9	$734	2	114	$12	$1,369
Emporia	11	579	$6	$3,472	16	810	$9	$7,291	22	1,134	$12	$13,610
Osage City	1	65	$6	$392	2	91	$9	$823	2	128	$12	$1,536
Alma	0.33	17	$6	$103	0	24	$9	$216	1	34	$12	$404
Council Grove	1	50	$6	$300	1	70	$9	$630	2	98	$12	$1,175
Total: Emporia to Topeka	**15**	**769**	**$6**	**$4,616**	**21**	**1,077**	**$9**	**$9,693**	**29**	**1,508**	**$12**	**$18,094**
Annual Op. Cost (25 % of total)				**$4,605**				**$9,209**				**$18,418**

Table 17 Fare Assessment - based on a 50% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$18	$436	1	34	$25	$847	1	47	$35	$1,660
Emporia	13	673	$18	$12,120	18	943	$25	$23,566	25	1,320	$35	$46,189
Eureka	1	72	$9	$646	2	101	$15	$1,508	3	141	$28	$3,940
Total: Emporia to Wichita	**14.79**	**769**	**$17**	**$13,201**	**21**	**1,077**	**$24**	**$25,921**	**29**	**1,508**	**$34**	**$51,790**
Annual Op. Cost (50 % of total)				**$12,917**				**$25,834**				**$51,667**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1	58	$12	$699	2	82	$18	$1,467	2	114	$25.00	$2,852.66
Emporia	11	579	$12	$6,944	16	810	$18	$14,582	22	1,134	$25.00	$28,353.56
Osage City	1	65	$12	$784	2	91	$18	$1,646	2	128	$25.00	$3,200.80
Alma	0.33	17	$12	$206	0	24	$18	$432	1	34	$25.00	$840.82
Council Grove	1	50	$12	$600	1	70	$18	$1,259	2	98	$25.00	$2,448.60
Total: Emporia to Topeka/KC	**14.79**	**769**	**$12**	**$9,232**	**21**	**1,077**	**$18**	**$19,387**	**29**	**1,508**	**$25.00**	**$37,696**
Annual Op. Cost (50 % of total)				**$9,209**				**$18,418**				**$36,837**

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding the provision of service outside their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect costs, and how to allocate that cost to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to ensure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case a new Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

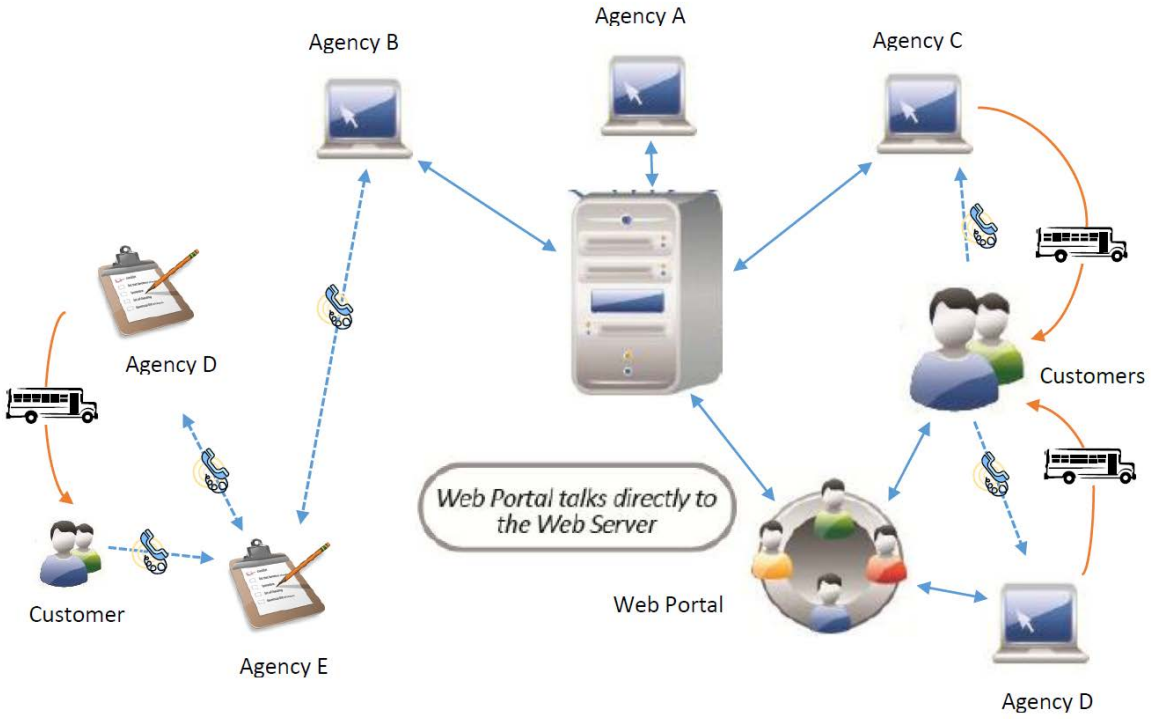
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

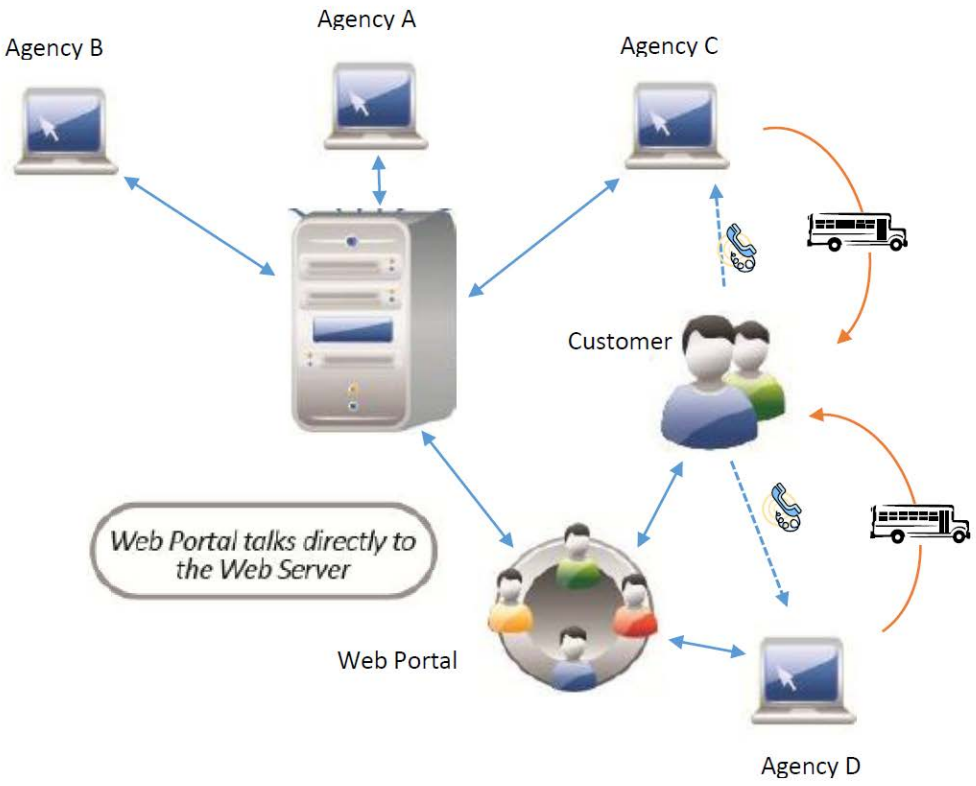
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

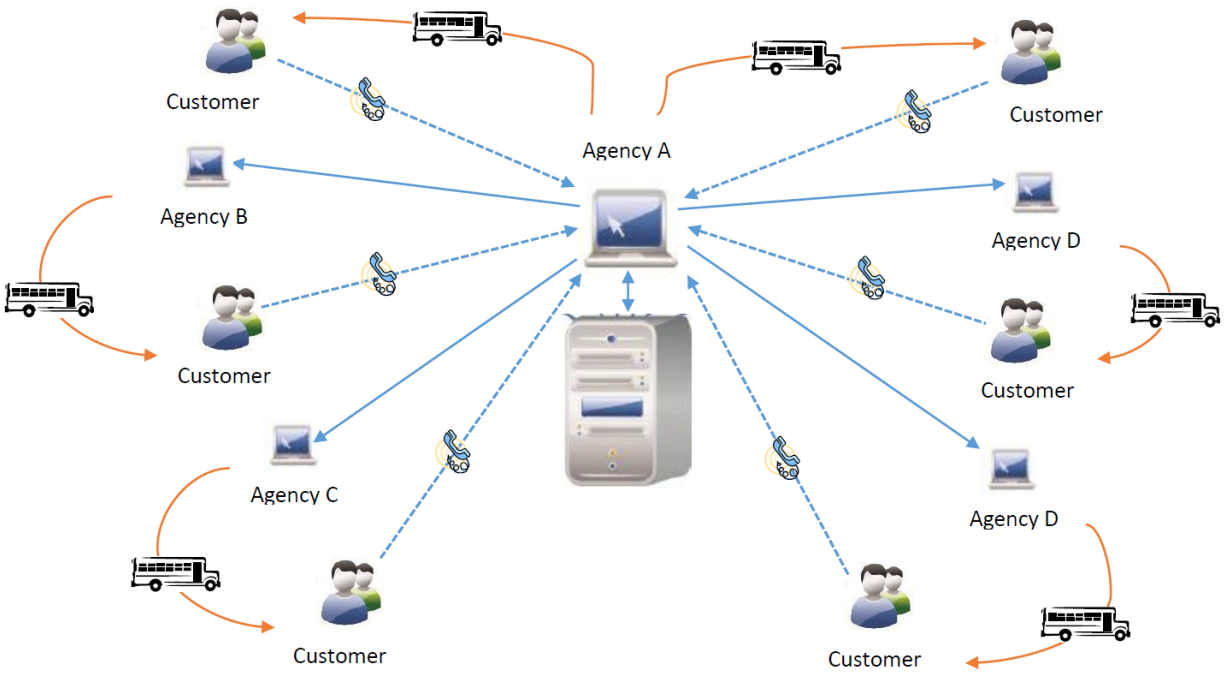
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

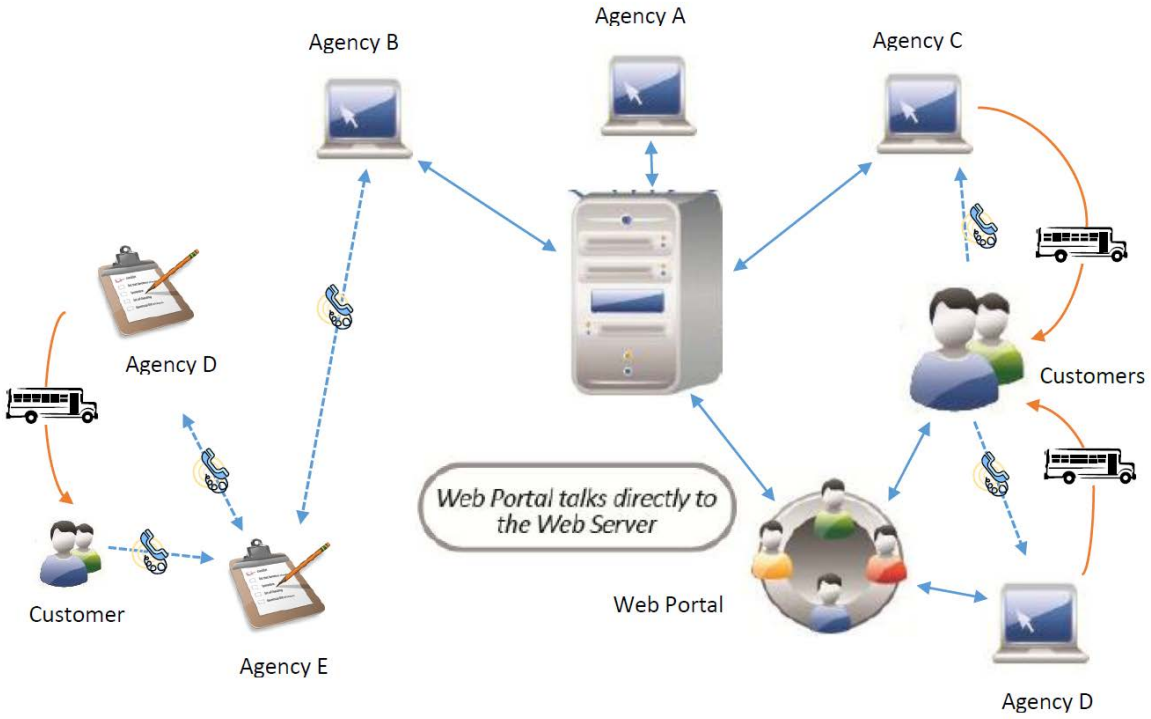
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

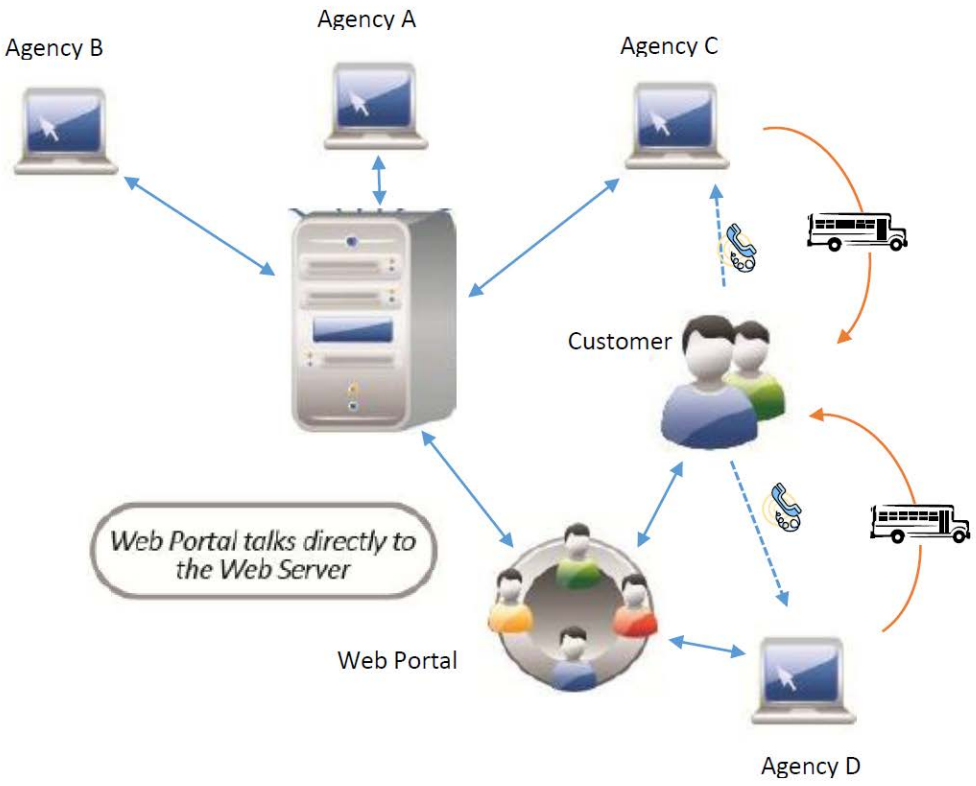
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

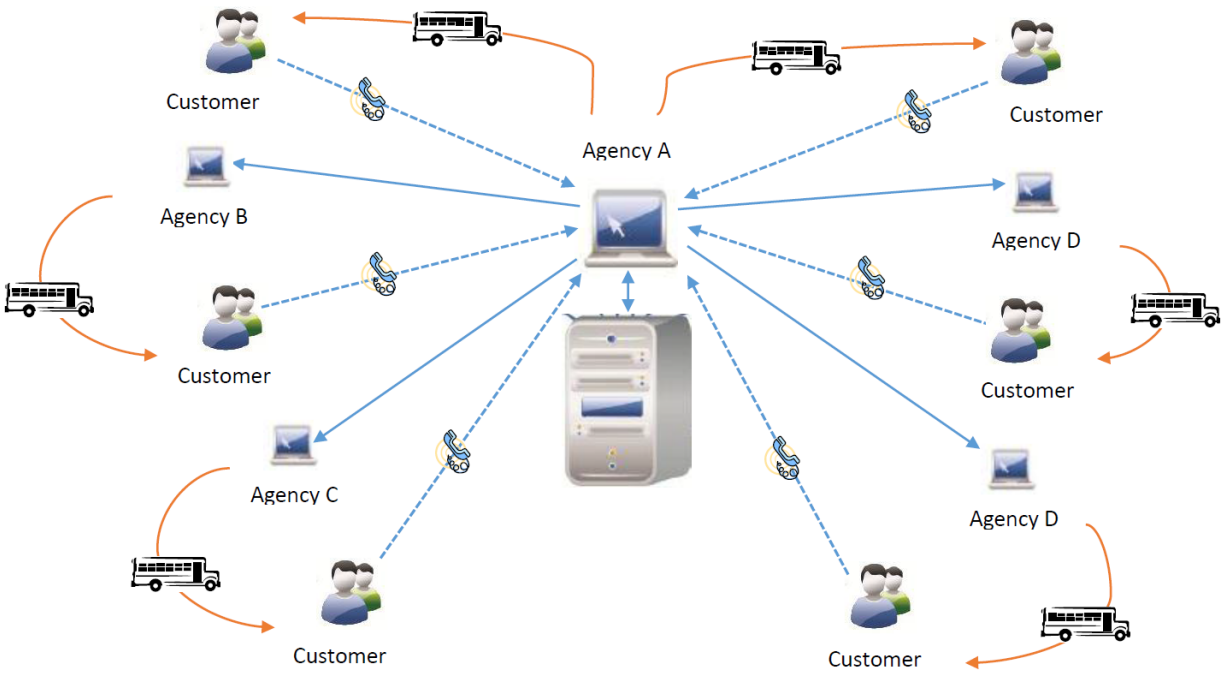
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model – Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Central Region for example, there still remains three counties without either a 5311 or 5310 provider including Marion, Stafford and Barber Counties, so individuals from those counties should also be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

To: KDOT Advisory Team

From: Olsson Associates

Date: August 2014

Subject: KDOT Regional Transit Business Model –
East Central Intercity Transit Service Concept Analysis

INTRODUCTION

The need for regional transit routes in the East Central Region originated from a survey given to regional stakeholders who were asked to prioritize 13 locally identified needs. After discussing the results of the survey during stakeholder meetings, three primary needs were identified to be addressed further. While establishing a regional route was seen as a way to address the need to establish a link between local service and inter-regional service, the route could potentially support other primary needs of the region including the need to increase the awareness and perception of transit service and the need to provide "some level of service" in counties presumably without service.

This memo seeks to provide information for the initial coordination strategy for the East Central Region of Kansas, including Linn County, Greenwood County, and parts of CTD 5 and 9, linking a combination of

- New intercity service between Emporia and Topeka, with a potential transfer stop between the two cities.
- New intercity service from Emporia to Wichita, with two potential transfer stops in between the regional centers.
- New intercity service between Paola and Olathe Medical Center, with a stop in Spring Hill.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

EXISTING REGIONAL SERVICE

After compiling data from provider surveys and phone- and in-person conversations with transit providers, it was made clear there are multiple providers offering long range trips to multiple regional centers including Topeka, Wichita and the Kansas City Metro Area. This duplicative service presents an opportunity to help each provider's operations become more efficient by offering a regional route alternative. Establishing a regional route allows providers the option to drop-off passengers at designated transfer stops along a route between Emporia and Topeka, between Emporia and Wichita or between Paola and Olathe. Providers currently making the long distance trips have the ability to limit their operating expenses and refocus their efforts on providing local trips within their local service area.

Alternative intercity services available in the region includes Greyhound Lines Inc. and the Los Paisanos intercity bus services. Greyhound offers service through Wichita, Emporia, Topeka, Lawrence, Kansas; and Kansas City, Missouri. One northbound and two southbound daily trips are offered. The Greyhound fares within the region are listed in Table 1. Los Paisanos is an intercity bus provider offering service originating in northern Mexico to Wichita, Emporia, Topeka, Kansas and Kansas City, Missouri. The existing structure of the intercity bus options do not allow for many residents in the East Central Region to use intercity bus for medical appointments, social outings, employment, education, shopping trips, or other short-term visits. While there are local providers who offer service to regional centers like Topeka or Wichita, some providers only provide this service to passengers originating within a providers' service area.

Table 1 Greyhound Lines Inc. One-way Fares

Trips	Advanced Purchase	Standard
Emporia – Wichita	$20	$40
Emporia – Topeka	$13.50	$27
Emporia – Kansas City	$22	$44

Note: Advanced purchase fares are only eligible if purchased seven or more days prior to the actual trip.

BARRIERS AND OPPORTUNITIES FOR PROVIDERS TO PARTICIPATE IN THE REGION'S STRATEGY

Table 2 lists each city with its respective provider, unless no provider exists, and the barriers and opportunities each provider faces in participating in the proposed East Central Regional routes. These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

Table 2 Barriers and Opportunities for East Central Providers to participate in the Regional Strategy

Provider (City)	Barriers	Opportunities
Counties Bordering Lyon County		
Wabaunsee County (Alma)		-Provides service anywhere including as far as the Kansas City area
Coffey County Transportation (Burlington)	-Only transports Coffey County residents	-Offers trips within 75 miles of Coffey County
Chase County (Cottonwood Falls)	-Rarely travels outside the County	-Provides service in Chase County
Morris County Transportation (Council Grove)	-Service characteristics unknown	-Service characteristics unknown
L-CAT (Emporia)	-Limited to in-county trips.	-Provides county service and coordinates trips with Wabaunsee County to as far away as Manhattan, Topeka and Kansas City
Greenwood County Council on Aging (Eureka)		-Offers service within the county and as far as Wichita, Topeka
Osage County Council on Aging (Osage City)		-Provides service within the county and regular trips to Topeka and Emporia -Offers trips within a 100-mile radius of Osage City
Eastern Counties		
Anderson County Council on Aging (Garnett)		-Provides monthly trips to Ottawa in Franklin County and Lawrence in Douglas County.
Linn County Transportation (La Cynge)		-Provides trips within the county and hospitals in Kansas City
Louisburg Senior Center (Louisburg)		-Offers service within Miami County, Ottawa, La Cygne
Community Senior Services Center (Osawatomie)	-Paola is the northern service boundary	-Offers service within the city and most of Miami County
City of Paola/Lakemary Center (Paola)		-Offers service within Miami County and as far away as the Kansas City metro area and Emporia
Paola Senior Citizens Center (Paola)		-8 to 10 mile radius of Paola and medical trips to the Kansas City metro area
Franklin County Services for the Elderly (Ottawa)	-Offers service to Douglas, Shawnee and Johnson Counties for medical purposes	-Offers service within Franklin County

SERVICE PROVIDER

L-CAT, based in Emporia, currently operates the largest number of vehicles among the providers within the western seven counties of the East Central Region. In addition, L-CAT indicated that the organization was willing and technically capable of operating long distance routes throughout the region. L-CAT's central location within the region and along I-335 helps participating 5311 providers in transferring riders from surrounding counties to the identified regional centers of Topeka and Wichita. Other providers in the region also indicated a willingness to have L-CAT fulfill this role. The relatively large size of L-CAT's existing operation, in comparison with the size of other providers in the region, means that L-CAT would be able to operate new service while absorbing a lower amount of additional costs than other providers. This does not mean that L-CAT would be able to operate additional services without additional outside funding.

Johnson County Transit (JCT) operates outside of the East Central Region, but was the operator of a commuter route originating in Paola before it was discontinued. The route picked up riders in Paola and ended at the Great Mall of the Great Plains in Olathe, KS. JCT's existing infrastructure and staffing also makes them the most qualified provider to operate the new proposed route from Paola.

Refer to Table 3 for the vehicle capacity of each provider within the East Central Region.

Table 3 Vehicle Capacity of Providers in the East Central Region

City/Provider	Vehicle Capacity
Counties Bordering Lyon County	
Wabaunsee County (Alma)	One 13-passenger van with lift and one without
Coffey County Transportation (Burlington)	Two 13-passenger vans with lifts, one passenger van with ramp, and one without
Chase County (Cottonwood Falls)	One 12-passenger van and one 20-passenger transit bus with lift
Morris County Transportation (Council Grove)	One 13-passenger van with lift, one passenger van with ramp and one without
L-CAT (Emporia)	Four 20-passenger transit buses with lifts and two 13-passenger vans with lifts
Greenwood County Council on Aging (Eureka)	One 12-passenger van, one full-size station wagon, one mid-size car, and two passenger vans with ramps
Osage County Council on Aging (Osage City)	One 20-passenger transit bus, one 13-passenger van with lift and one without

City/Provider	Vehicle Capacity
Eastern Counties	
Anderson County Council on Aging (Garnet)	One 13-passenger van with lift, one without, and one full-size station wagon
Linn County Transportation (La Cygne)	Two 13-passenger vans with lifts
Louisburg Senior Center (Louisburg)	One 13-passenger van with lift, one passenger van with ramp, and one without
Community Senior Services Center (Osawatomie)	One passenger van with ramp and two mid-size cars
City of Paola/Lakemary Center (Paola)	Four 12-passenger vans, one 13-passenger van with lift and five passenger vans
Paola Senior Citizens Center (Paola)	One 13-passenger van with ramp and one passenger van
Franklin County Services for the Elderly (Ottawa)	Two 13-passenger vans with lifts, one 15-passenger van with lift, and one passenger van with ramp

ROUTE CHARACTERISTICS & FEASIBILITY

To continue the evaluation of the concepts where new intercity transit routes are transporting passengers from other providers, this section estimates the ridership that could result from implementing the concept and examines the resulting effects on operating costs and revenue for trips originating in Emporia and Paola. The section includes a discussion of ridership patterns, how proposed service costs were determined, and existing fares. The proposed Northern, Southern and Paola route concepts are then described separately. The routes are described as three concepts with various levels of service. These concepts include a “baseline” concept, a “moderate” concept and a “high” concept that increases the number of vehicle trips. Additional detail of the methodology used to design the routes can be found in the accompanying appendix.

EXISTING RIDERSHIP PATTERNS

Having intercity transit currently operating within the region makes estimating potential demand easier for any future routes to the same destinations. At the same time, it is difficult to estimate the demand for trips that are currently not provided. Passengers in an agency’s home jurisdiction become accustomed to where an agency does or does not travel, and thus, do not request trips that the agency is unable to fulfill. Phone interviews were conducted with the providers that do provide regional trips.

Conversations with transit providers in the region indicated that there is demand for trips to regional centers like Wichita, Topeka and the Kansas City Metro Area.

The information collected from the regional transit providers improved on and reinforced much of what stakeholders in the region had described in previous meetings and was useful in designing the operating characteristics for the regional routes.

COSTING METHODOLOGY AND EXISTING FARES

Annual Service Cost

The annual service cost is obtained from information provided by KDOT. The annual operating cost is determined by multiplying the number of miles traveled by the providers' cost per mile of providing service. To calculate the number of miles involved in the service, the number of runs is multiplied by the roundtrip distance. Multiplying the result by the cost per mile of the participating provider yields the annual cost of service. Depending on the route, the final number is then based on the total costs for either L-CAT or JCT to operate, which includes a portion of all components that make up the total cost of the operations.

Annual Service Revenue

The providers in the East Central Region use a variety of fare structures. These fare structures include a flat trip rate, a per mile rate, or donations only. Some fare systems are less suitable for regional routes that are longer distance and cross multiple county jurisdictions. The cost of service must be fairly distributed among those using the system while also balancing affordability. After using cost recovery thresholds of 10, 25 and 50 percent as a guideline, flat rate fares were assigned for riders from each city and multiplied those fares by the estimated ridership of their respective city. These scenarios would then range from a 10 to 25 to 50 percent share of the total anticipated operating cost. Occasionally, this estimate will be high since some passengers receiving free fare (e.g., young children) are included in the ridership numbers. Additionally, some passengers making one-way trips do not pay a roundtrip fare. Examples of fares currently used in the East Central Region can be seen in Table 4.

Table 4 Current Fares of Transit Providers

Provider (City)	Local Fare	Fares Outside Local Area
Counties Bordering Lyon County		
Wabaunsee County (Alma)	-$7 roundtrip within county	-$7 roundtrip to adjacent counties -$20 roundtrip anywhere else, including Kansas City
Coffey County Transportation (Burlington)	-Suggested donations based on destinations	-Same as local fare

Provider (City)	Local Fare	Fares Outside Local Area
Chase County (Cottonwood Falls)	-Donation only	-Same as local fare
Morris County Transportation (Council Grove)	-Fares Unknown	-Fares Unknown
L-CAT (Emporia)	-$1.25 per ride on fixed route and deviated routes -Offers ride passes for up to 4 months	-$6 for out-of-county coordinated trips. Wabaunsee County charges additional fare.
Greenwood County Council on Aging (Eureka)	-$2 roundtrip in town	-$10 per hour out of town
Osage County Council on Aging (Osage City)	-$2 per scheduled trip within county -$5 per person per unscheduled demand-response trips	-$3 per scheduled trip in surrounding counties
Eastern Counties		
Anderson County Council on Aging (Garnett)	-$2 suggested donation within county	-$7 suggested donation to Douglas County or Franklin County.
Linn County Transportation (La Cygne)	-No fare for trips within the county	Mileage-based Fares: -$15 for adjoining counties -$20 for Johnson, Neosho, and Crawford Counties -$25 for Franklin County -$30 for Kansas City -$35 for Leavenworth -$40 for Topeka
Louisburg Senior Center (Louisburg)	-$4 roundtrip within Louisburg -$6 roundtrip within the county	-$25 roundtrip outside of Miami County
Community Senior Services Center (Osawatomie)	-$1 per trip	-Out-of-town trips adjusted for mileage -$5 to Paola
City of Paola/Lakemary Center (Paola)	-$10 per roundtrip within Paola	-$20 roundtrip within the county, outside Paola -$25 roundtrip outside the county -$5 for additional stops
Paola Senior Citizens Center (Paola)	$1 per trip	-$10 roundtrip to Osawatomie -$25 roundtrip to Kansas City
Franklin County Services for the Elderly (Ottawa)	Suggested Donation: -$1 roundtrip within Ottawa	Suggested Donation: -$5 roundtrip out of town

LOCAL PROVIDERS ROLES IN PROPOSED REGIONAL ROUTES

The role of the local providers in this region are to transport people who reside in their service area and want to access the regional routes. With the cooperation of providers along the Northern, Southern and Paola Routes to deliver passengers to a common access point, the regional bus can effectively maintain a higher travel speed.

PROPOSED REGIONAL ROUTE - NORTHERN ROUTE

GENERAL ALIGNMENT

- Emporia to Topeka, following the I-335 toll road stopping en route at Exit 147 Council Grove, Osage City at US-56
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Emporia, the alignment proceeds northeast along I-335. Before arriving in Topeka, the bus has an optional stop at Exit 147. This transfer stop would enable riders originating from Morris, Wabaunsee and Osage Counties to connect to a closer location than Emporia when coordinating trips to Topeka. Refer to Figure 1 for the general alignment.

TRAVEL TIME

Table 5 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 5 assume an average vehicle speed of 65 mph along the I-335 toll road. In addition, one five-minute passenger boarding period is included for each stop on the way to Topeka (corresponding to one passenger being picked up in each stop). Passengers would be delayed by the boarding periods in stops between their origins and Topeka. Return trip travel times and distances would be similar to the outbound trips.

Table 5 Emporia – Topeka One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Emporia	1:10	57	1	1:15	5
Exit 147	0:40	35	0	0:40	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Topeka for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to the Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those with access to the regional route one chance each week to make the trip to Topeka. One bus will originate in Emporia and travel to Topeka before making the same trip back to Emporia. The operating schedule amounts to a single bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 769 roundtrip riders.

"MODERATE SERVICE LEVEL" AND "HIGH SERVICE LEVEL" CONCEPTS

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods employed in the baseline concept. Increases in passengers are calculated using an elasticity coefficient for frequency. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is

0.4, meaning that a 100% increase in frequency would likely result in a 40% increase in ridership[1]. However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to a bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, two round trips per week will be made on the same alignment. The same alignment will be assumed for the "High Service Level" concept, but with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the three levels of service concepts including the "baseline", "Moderate Service Level" and "High Service Level" is shown in Table 6.

As shown in the table, fares for the baseline concept to Topeka are set at $12. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures is also shown in the table assuming a 25 and 10 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

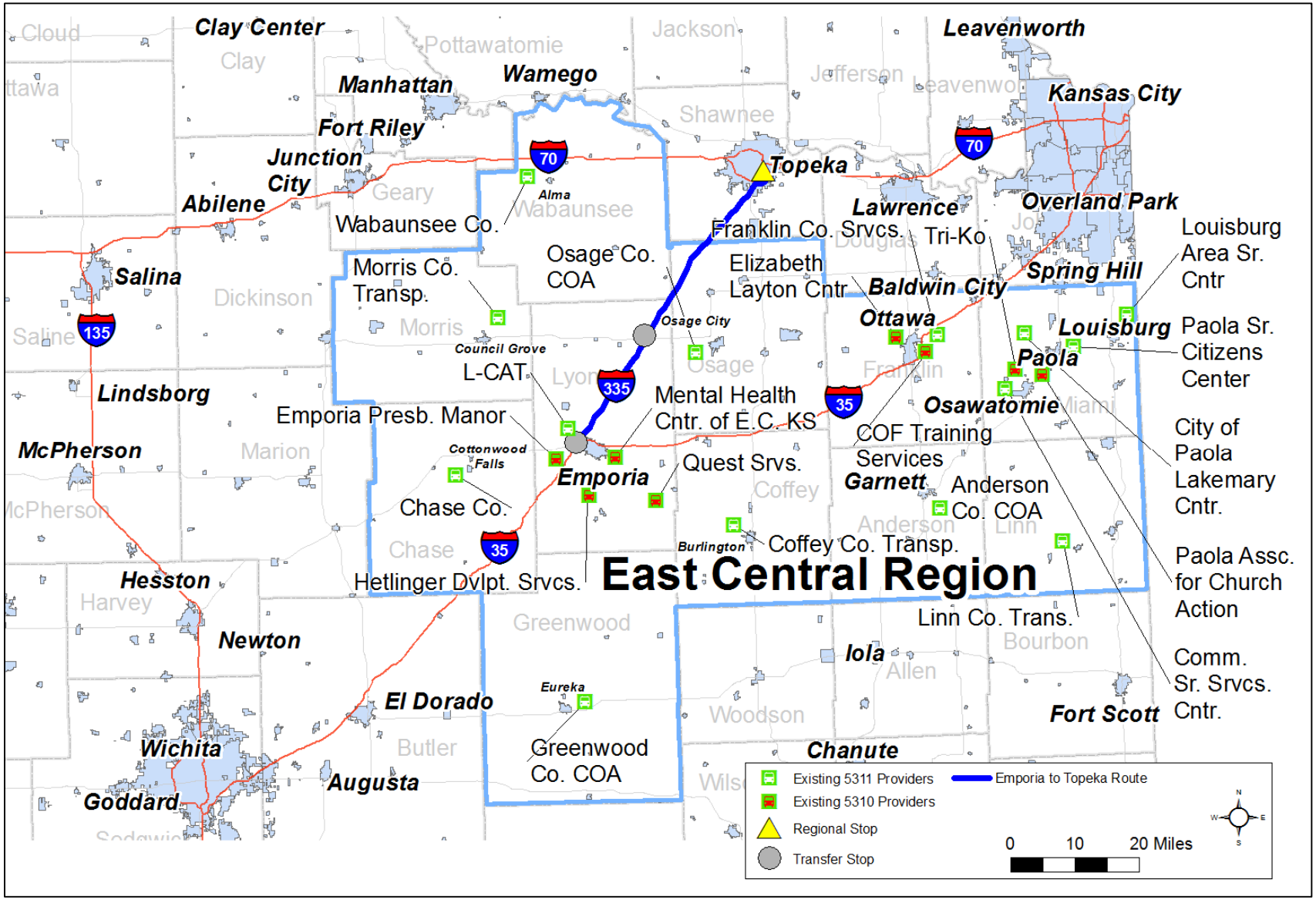
[1] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p3-19 lists the following table and a "typical "coefficient of 0.4.

Table 6 Estimates for Trips to Topeka

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Days of Service	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Burlington	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Burlington	58			82			114		
Fare from Emporia	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Emporia	579			810			1,134		
Fare from Osage City	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Osage City	65			91			128		
Fare from Alma	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Alma	17			24			34		
Fare from Council Grove	$12	$6	$2.5	$18	$9	$3.5	$25	$12	$5
Annual Ridership from Council Grove	50			70			98		
Total Annual Ridership	**769**			**1,077**			**1,508**		
Annual Cost of Service	**$18,418**			**$36,837**			**$73,674**		
50% Annual Cost Recovery	**$9,232**			**$19,387**			**$37,696**		
25% Annual Cost Recovery	**$4,616**			**$9,693**			**$18,094**		
10% Annual Cost Recovery	**$1,923**			**$3,770**			**$7,539**		
Total Annual Vehicle Capacity	**74%**			**52%**			**36%**		

Figure 1 shows the proposed alignment for the Northern Route.

Figure 1 Northern Route Alignment



PROPOSED REGIONAL ROUTE – SOUTHERN ROUTE

GENERAL ALIGNMENT

- Emporia to Wichita, following the I-335 toll road stopping en route at Exit 92 , K-177, and at Exit 71 in El Dorado.
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Emporia, the alignment proceeds southwest along I-335. Before arriving in Wichita, the bus has two optional stops located along the route. Providers transferring riders from their respective cities and counties would choose one of the two stops depending on the location of their transferred riders. The transfer stops would also enable riders to access the regional route without having to travel to Emporia before eventually going to the Wichita area. Refer to Figure 2 for the general alignment of the southern route.

TRAVEL TIME

Table 7 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 7 assume an average vehicle speed of 65 mph along I-335. In addition, one five-minute passenger boarding period is included for each stop on the way to Wichita (corresponding to one passenger being picked up in each stop). Passengers would be delayed by the boarding periods in stops between their origins and Wichita. Return trip travel times would be similar to outbound times.

Table 7 Emporia – Wichita One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Emporia	1:30	88	2	1:40	10
Exit 92	0:50	50	1	0:55	5
Exit 71	0:30	28	0	0:30	0

Notes: An additional 30 minutes and 20 miles can be assumed for stops made in Wichita for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those living near the regional route one chance each week to make the trip to Wichita. One bus will originate in Emporia and travel to Wichita before making the same trip back to Emporia. The operating schedule amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 769 roundtrip riders.

"MODERATE SERVICE LEVEL" CONCEPT AND "HIGH SERVICE LEVEL" CONCEPT

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods used in the baseline concept. Increases in passengers are calculated using the elasticity coefficient for frequency used for the Northern route. The small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to one bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, the same alignment will be used, but for an additional roundtrip each week. The same alignment will be assumed for the "High Service Level", but

with four roundtrips per week. A summary displaying the estimates for ridership of each city according to the levels of service concepts is shown in Table 8.

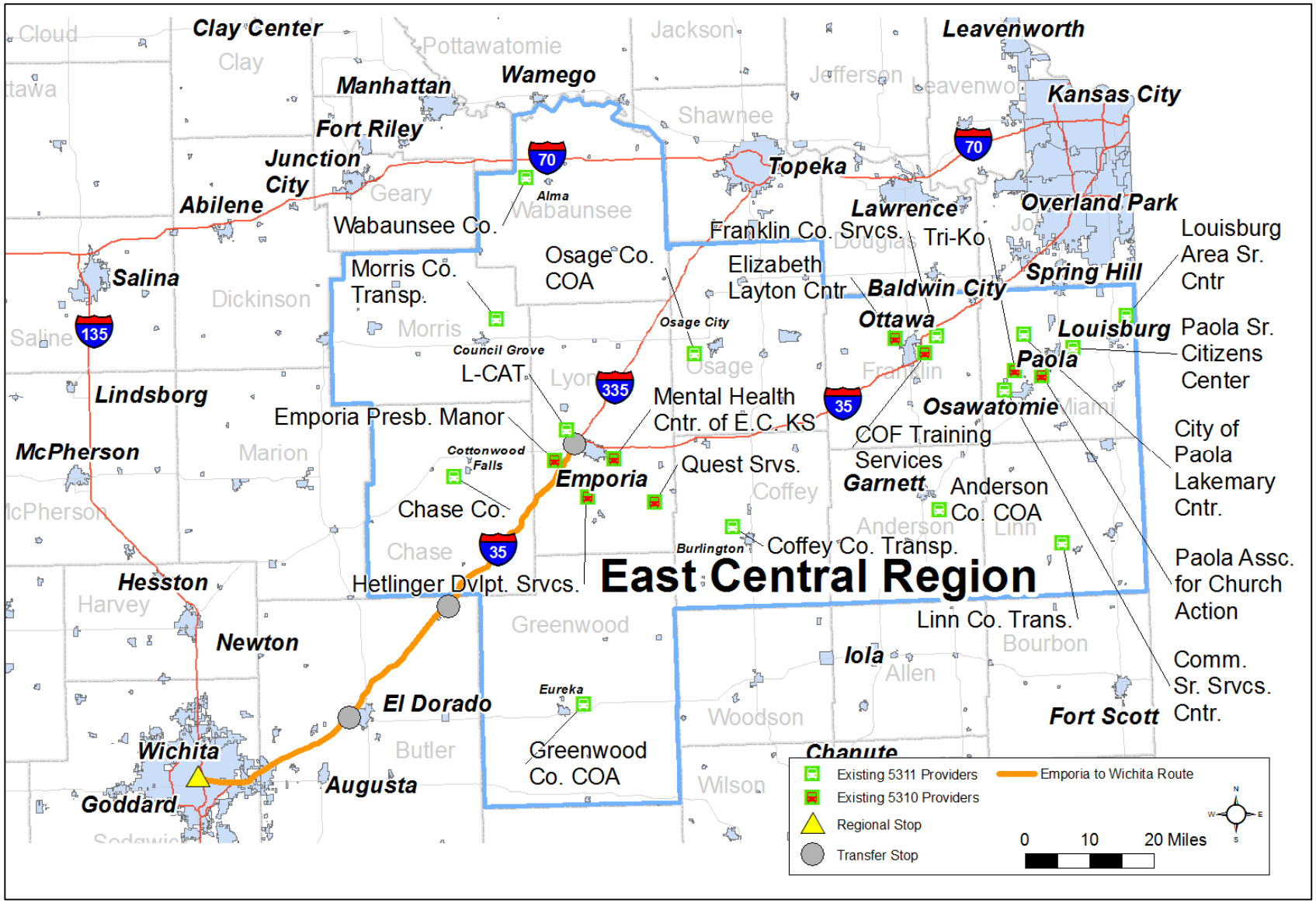
As shown in the table, fares for the baseline concept to Wichita range between $9 and $18. The difference assumes those receiving service from the surrounding Eureka area will transfer riders at the El Dorado transfer stop while those in Lyon and Chase Counties will transfer at either of the other two northern transfer stops on their way to Wichita. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 10 and 25 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 8 Estimates for Trips to Wichita

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Days of Service	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Emporia	$18	$9	$4	$25	$13	$5	$35	$18	$7
Ridership from Emporia	673			943			1,320		
Fare from Cottonwood Falls	$18	$9	$4	$25	$13	$5	$35	$18	$7
Ridership from Cottonwood Falls	24			34			47		
Fare from Eureka	$9	$4	$2	$15	$7	$3	$28	$9	$5
Ridership from Eureka	72			101			141		
Total Annual Ridership	**769**			**1,077**			**1,508**		
Annual Cost of Service	**$25,834**			**$51,667**			**$103,334**		
50% Annual Cost Recovery	**$13,201**			**$25,921**			**$51,790**		
25% Annual Cost Recovery	**$6,565**			**$13,398**			**$25,875**		
10% Annual Cost Recovery	**$2,934**			**$5,184**			**$10,274**		
Total Annual Vehicle Capacity	**74%**			**52%**			**36%**		

Figure 2 shows the proposed alignment for the Southern Route.

Figure 2 Southern Route Alignment



PROPOSED REGIONAL ROUTE - PAOLA ROUTE

- Paola to Olathe, following Highway 169/K-7 stopping en route in Spring Hill before arriving at Olathe Medical Center, south of 151st St. and I-35.
- Local transit providers would also connect outlying rural areas and communities to this route in Paola.

An additional regional route serving the eastern four counties of Franklin, Anderson, Linn and Miami has been discussed among the study team and regional stakeholders. The route would originate at a defined stop in Paola where passengers would be transferring from their respective rural providers located in either of the previously mentioned counties. Johnson County Transit operated a commuter-based route from Paola in the past, but ended the route due to local budget constraints.

For the bus originating in Paola, the alignment proceeds northeast along N Pearl St./ Old Kansas City Rd. before turning east onto K-68. The route continues north along Highway 169/K-7 until exiting at 223rd St. and turns left onto Webster St. for the stop in Spring Hill. Following the stop in Spring Hill, the route gets back onto K-7 from Webster St. before turning west onto 151st St. where Olathe Medical Center is located. Refer to Figure 3 for the general alignment.

TRAVEL TIME

Table 9 provides estimates for the time needed to make each one-way trip.

ASSUMPTIONS

The estimates displayed in Table 9 assume an average vehicle speed of 65 mph along the Highway 169/K-7 corridor.

Table 9 Paola - Olathe One-Way Travel Times

Passenger Origin	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Paola	0:31	22	1	0:36	5
Spring Hill	0:14	8.8	0	0:14	0

BASELINE CONCEPT

Annual Runs to the Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those with access to the regional route, living in outlying areas, two chances each week to make the trip to Olathe. One bus will originate in Paola and make four roundtrips to Olathe once-a-week. The operating schedule amounts to a single bus making two roundtrips in the morning and two roundtrips in the afternoon per week. The vehicle is intended to deadhead and dwell from JCT's maintenance fac ility in Olathe.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 641 roundtrip riders.

"MODERATE SERVICE LEVEL" AND "HIGH SERVICE LEVEL" CONCEPTS

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods employed in the baseline concept. Increases in passengers are calculated using an elasticity coefficient for frequency. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is 0.4, meaning that a 100% increase in frequency would likely result in a 40% increase in ridership[2]. However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

[2] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p3-19 lists the following table and a "typical "coefficient of 0.4.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of two roundtrips in the morning and evening per week. This amounts to a bus operating one day per week.

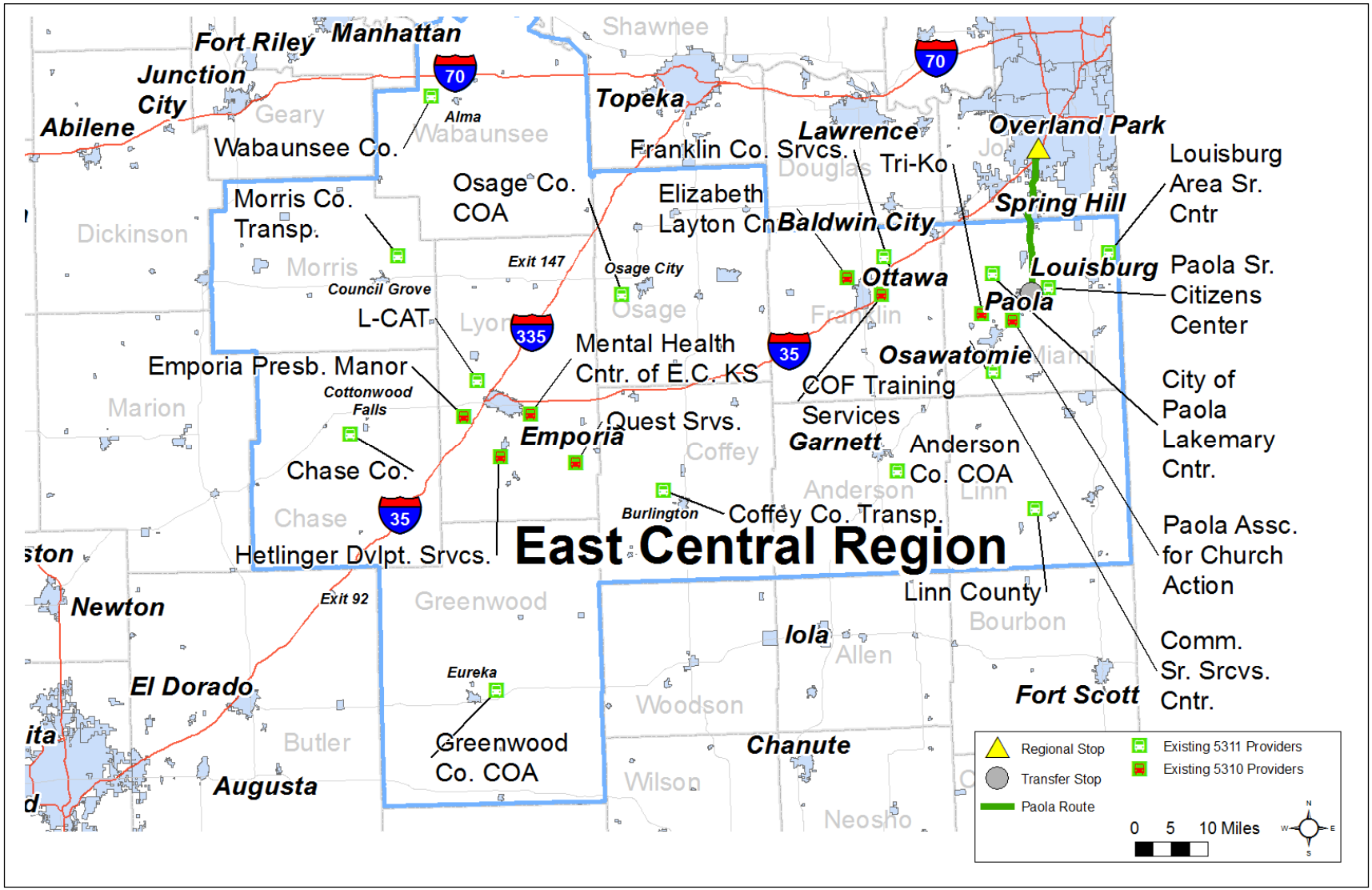
If the "Moderate Service Level" concept is chosen, the same level of service is repeated for an additional day per week along the same alignment. The alignment will be assumed for the "High Service Level" concept, but for four days per week. A summary displaying the estimates for ridership of each city according to the three level of service concepts including the "Baseline", "Moderate Service Level" and "High Service Level" is shown in Table 10.

As shown in the table, roundtrip fares for the baseline concept to Olathe is set at $18. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 25 and 10 percent recovery of the service costs in user fares. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 10 Estimates for Trips to Olathe

	Baseline Concept 1 day / wk			"Moderate Service Level" Concept 2 days / wk			"High Service Level" Concept 4 days / wk		
Annual Days of Service	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Louisburg	$18	$9	$4	$26	$13	$5	$37	$18.5	$7.5
Annual Ridership from Louisburg	110			155			216		
Fare from Osawatomie	$18	$9	$4	$26	$13	$5	$37	$18.5	$7.5
Annual Ridership from Osawatomie	191			268			375		
Fare from Paola	$18	$9	$4	$26	$13	$5	$37	$18.5	$7.5
Annual Ridership from Paola	223			312			437		
Fare from Spring Hill	$18	$9	$4	$26	$13	$5	$37	$18.5	$7.5
Annual Ridership from Spring Hill	116			163			228		
Total Annual Ridership	**641**			**898**			**1,257**		
Annual Cost of Service	$23,230			$46,460			$92,920		
50% Annual Cost Recovery	$11,540			$23,336			$46,492		
25% Annual Cost Recovery	$5,770			$11,668			$23,246		
10% Annual Cost Recovery	$2,564			$4,488			$9,424		
Total Annual Vehicle Capacity	**31%**			**22%**			**15%**		

Figure 3 Paola Route Alignment



OPERATING PLAN OF REGIONAL ROUTES

This section summarizes the basis for an operating plan to connect communities along the northwest corridor of I- 335 to Topeka and Wichita, and counties surrounding Miami County. The following components are outlined in this section:

- Intercity transit demand estimates
- Service hours to meet demand
- Financial Plan

In the attached Appendix, detailed tables are included to show additional support for the estimates made on the ridership, operating costs and fare assessments.

BASELINE, MODERATE, HIGH LEVEL OF SERVICE CONCEPT/ASSUMPTIONS

- New intercity service between Emporia and Topeka, with a potential transfer stop between the two cities.
- New intercity service from Emporia to Wichita, with two potential transfer stops in between the regional centers.
- New intercity service from Paola to Olathe Medical Center, with a stop in Spring Hill.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

FARE AND COST ASSUMPTIONS

Revenue hours – derived from the round trip travel time from Google Maps driving directions with an additional 30 minutes per cycle to account for in-town curb-to-curb service.

Operating cost – collected from KDOT TRACK data supporting the annual cost per mile, $2.30, for L-CAT to operate services from August 2012 to July 2013 and $2.42 for JCT to operate services.

Fare revenue – assumes a fare depending on the level of ridership and relative population of each city compared to the total population along the regional route, and three scenarios assuming either a 10%, 25% or a 50% operating ratio.

PROJECTED DEMAND

The two corridors connecting to the regional centers are projected to have the following demand, Measured in annual unlinked trips, based on the toolkit in TCRP-147, and shown in Table 11.

Table 11 Demand Estimates

Regional Route	1 Trip/wk	2 Trips/wk	4 Trips/wk
Emporia – Topeka	769	1,077	1,508
Emporia – Wichita	769	1,077	1,508
Paola – Olathe	641	898	1,257

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

OPERATING PLAN

The demand estimates outlined in the previous section present an estimate of ridership that is consistent with the number of trips that can reasonably be provided by intercity public transit. Beginning with those figures one can develop an operating plan for each corridor. With the ridership estimates noted here, a 20 passenger vehicles would typically be 1/3 to 3/4 full.

Table 12 Operating Characteristics

Corridor	Annual Ridership	Monthly Ridership	Vehicle Trips per Month	Revenue Hours per Trip	Annual Revenue Hours
Emporia to Topeka					
1x /wk	769	64	4 round-trip	1:15 each way	117
2x /wk	1,077	90	8 round-trip		234
4x /wk	1,508	126	16 round-trip		468
Emporia to Wichita					
1x /wk	769	64	4 round-trip	1:40 each way	139
2x /wk	1,077	90	8 round-trip		277
4x /wk	1,508	126	16 round-trip		544
Paola to Olathe					
1x /wk	641	53	8 round-trip	0:36 each way	187
2x /wk	898	75	16 round-trip		374
4x /wk	1,257	105	32 round-trip		749

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

The operating characteristics outlined in Table 12 represents a fully developed, well established transit system. It is expected that in the first years of deployment that ridership may not be at these levels.

FINANCIAL COSTS AND COST RECOVERY

The financial costs for operating intercity service to connect to the regional centers of Topeka and Wichita assumes an operating cost per mile of approximately $2.30, and a cost per mile of $2.42 to connect to Olathe. These rates represent what it costs L-CAT and JCT, respectively, to operate its services and is within an acceptable range for an intercity transit service. Under this assumption, the total operating costs of intercity services are shown in Table 13. Also shown, is the first year's operating revenue, which is assumed to reflect three scenarios. One scenario has a 50 percent fare recovery ratio, which is the percent of operating costs covered by passenger fares. The other scenarios have either a 10 or 25 percent fare recovery ratio.

Table 13 Financial Summary

Corridor	Annual Operating Expenses	Annual Revenue (10% share)	Annual Revenue (25% share)	Annual Revenue (50% share)
Emporia to Topeka				
1x /wk	$18,418	$1,923	$4,616	$9,232
2x /wk	$36,837	$3,770	$9,693	$19,387
4x /wk	$73,674	$7,539	$18,094	$37,696
Emporia to Wichita				
1x /wk	$25,834	$2,934	$6,565	$13,201
2x /wk	$51,667	$5,184	$13,398	$25,921
4x /wk	$103,334	$10,274	$25,875	$51,790
Paola to Olathe				
1x /wk	$23,230	$2,564	$5,770	$11,540
2x /wk	$46,460	$4,488	$11,668	$23,336
4x /wk	$92,920	$9,424	$23,246	$46,492

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept). 4 Trips per Week = (High Service Level Concept)

Additionally, fares were set at a standard rate with the exception of fares for trips originating at Exit 71 on the southern route. While these are assumed to be "walk-up" cash payments, alternative fare levels could exist for seniors, ADA passengers, multi-use passes, and rates that could be charged to human service agencies. Sample cash fares would be as follows:

Table 14 Fares to Regional Centers by Passenger Origin

Passenger Origin	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Trips/week	1x	2x	4x	1x	2x	4x	1x	2x	4x
Fares to Topeka									
Emporia	$12	$18	$25	$6	$9	$12	$2.5	$3.5	$5
Northern Transfer Stop Exit 147	$12	$18	$25	$6	$9	$12	$2.5	$3.5	$5
Fares to Wichita									
Emporia	$18	$25	$35	$9	$13	$18	$4	$5	$7
Southern Transfer Stop Exit 92	$18	$25	$35	$9	$13	$18	$4	$5	$7
Southern Transfer Stop Exit 71	$9	$15	$28	$4	$7	$9	$2	$3	$5
Fares to Olathe									
Paola	$18	$26	$37	$9	$13	$18.5	$4	$5	$7.5
Spring Hill	$18	$26	$37	$9	$13	$18.5	$4	$5	$7.5

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

OTHER POTENTIAL STRATEGIES

ENHANCED COORDINATION

Independent of the creation of regional routes, transit providers in the East Central Region, particularly in those counties bordering Lyon County (Chase, Coffey, Greenwood, Lyon, Osage, Wabaunsee), have already initiated active coordination efforts for long distance trips. A group of transit providers have already begun discussions of a coordinated fare strategy and policies for long-distance trips and posting existing regional trip reservations on a central website hosted by Wabaunsee County, although more work remains to confirm acceptance and suitability of the fares and policies. This type of coordination would allow a provider that has a trip reserved to Wichita (or Topeka), to communicate to other providers the availability of spare seats for additional riders. Trip pattern and trip demand that occurs from this enhanced coordination, could provide insights for regularly scheduled regional routes. This type of enhanced coordination could also serve as a pretext to using more sophisticated and developed coordinated dispatching and scheduling software.

CENTRALIZED DISPATCH / MOBILITY MANAGEMENT

Operations of the regional route may be further supported with regional dispatch/scheduling and mobility management. This would ease coordination between local providers that collect passengers and bring them to a central location to access the regional route. Regional scheduling may also allow the passenger and multiple providers involved in making a trip, to make the necessary scheduling arrangements with one call, instead of multiple calls between multiple parties. A mobility manager could collaborate with local operators to conduct outreach to unserved markets.

Figure 4 East Central Regional Route Concept

Appendix

Table 15 Ridership Estimates

Wichita - Southern Route			Baseline Concept 1 trip per week			Moderate Service Level Concept 2 trips per week			High Service Level Concept 4 trips per week		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**30,708**	**100%**	**769**	**15**	**15**	**1,077**	**10**	**21**	**1,508**	**7**	**29**
Cottonwood Falls	966	3%	24	0.5	0.5	34	0.3	1	47	0.2	1
Emporia	26,876	88%	673	13	13	943	9	18	1,320	6	25
Eureka	2,866	9%	72	1	1	101	1	2	141	1	3
Topeka - Northern Route			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**
Total Route	**35,732**	**100%**	**769**	**15**	**15**	**1,077**	**10**	**21**	**1,508**	**7**	**29**
Burlington	2,704	8%	58	1	1	82	1	2	114	1	2
Emporia	26,876	75%	579	11	11	810	8	16	1,134	5	22
Osage City	3,034	8%	65	1	1	91	1	2	128	1	2
Alma	797	2%	17	0.3	0.3	24	0.2	0.5	34	0.2	1
Council Grove	2,321	6%	50	1	1	70	1	1	98	0.5	2
Emporia Regional Routes Total			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**	**Annual Riders**	**Riders per trip**	**Riders per week**
Total Route	**39,564**	**100%**	**1,539**	**30**	**30**	**2,154**	**21**	**41**	**3,016**	**14**	**58**
Council Grove	2,321	6%	50	1	1	70	1	1	98	0.5	2
Cottonwood Falls	966	2%	24	0.5	0.5	34	0.3	1	47	0.2	1
Emporia	26,876	68%	673	13	13	1,753	17	34	2,454	12	47
Eureka	2,866	7%	72	1	1	101	1	2	141	1	3
Burlington	2,704	7%	58	1	1	82	1	2	114	1	2
Osage City	3,034	8%	65	1	1	91	1	2	128	1	2
Alma	797	2%	17	0.3	0.3	24	0.2	0.5	34	0.2	0.6
Paola Route			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	**Total Population**	**% of population**	**Annual Riders**	**Riders per day**	**Riders per week**	**Annual Riders**	**Riders per day**	**Riders per week**	**Annual Riders**	**Riders per day**	**Riders per week**
Total Route	**14,903**	**100%**	**641**	**12**	**12**	**898**	**9**	**17**	**1,257**	**6**	**24**
Louisburg	2,566	17%	110	2	2	155	1	3	216	1	4
Osawatomie	4,448	30%	191	4	4	268	3	5	375	2	7
Paola	5,182	35%	223	4	4	312	3	6	437	2	8
Spring Hill	2,707	18%	116	2	2	163	2	3	228	1	4

Table 16 Operating Costs

Regional Route Destination	Distance (miles)	Annual Ridership			Cost/Rider			Remaining Cost/Rider			
		One Trip/wk	Two Trips/wk	Four Trips/wk	One Trip/wk	Two Trips/wk	Four Trips/wk	Cost Recovery	One Trip/wk	Two Trips/wk	Four Trips/wk
Wichita	108	769	1,077	1,508	$34	$48	$69	50%	$17	$24	$34
Wichita	108	769	1,077	1,508	$34	$48	$69	25%	$25	$36	$51
Wichita	108	769	1,077	1,508	$34	$48	$69	10%	$30	$43	$62
Topeka	77	769	1,077	1,508	$24	$34	$49	50%	$12	$17	$24
Topeka	77	769	1,077	1,508	$24	$34	$49	25%	$18	$26	$37
Topeka	77	769	1,077	1,508	$24	$34	$49	10%	$22	$31	$44
Kansas City	22	641	898	1,257	$36	$52	$74	50%	$18	$26	$37
Kansas City	22	641	898	1,257	$36	$52	$74	25%	$27	$39	$55
Kansas City	22	641	898	1,257	$36	$52	$74	10%	$33	$47	$67

Regional Route Destination	Trips/wk	One-Way Trip	Round-Trip	Miles/wk	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
Wichita	One trip/wk	108	216	216	11,232	$25,834	$12,917	$17	$6,458	$8	$2,583	$3
Wichita	Two trips/wk	108	216	432	22,464	$51,667	$25,834	$24	$12,917	$12	$5,167	$7
Wichita	Four trips/wk	108	216	864	44,928	$103,334	$51,667	$34	$25,834	$17	$10,333	$13
Topeka	One trip/wk	77	154	154	8,008	$18,418	$9,209	$12	$4,605	$6	$1,842	$2
Topeka	Two trips/wk	77	154	308	16,016	$36,837	$18,418	$17	$9,209	$9	$3,684	$5
Topeka	Four trips/wk	77	154	616	32,032	$73,674	$36,837	$24	$18,418	$12	$7,367	$10

Regional Route Destination	Trips/wk	A.M. Trip	Daily Trip	Miles/wk	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
Kansas City	One trip/wk	92	185	185	9,599	$23,230	$11,615	$18	$5,808	$9	$2,323	$4
Kansas City	Two trips/wk	92	185	369	19,198	$46,460	$23,230	$26	$11,615	$13	$4,646	$5
Kansas City	Four trips/wk	92	185	738	38,397	$92,920	$46,460	$37	$23,230	$18	$9,292	$7

Table 17 Fare Assessment - based on a 10% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$4	$97	1	34	$5	$169	1	47	$7	$332
Emporia	13	673	$4	$2,693	18	943	$5	$4,713	25	1,320	$7	$9,238
Eureka	1	72	$2	$144	2	101	$3	$302	3	141	$5	$704
Total: Emporia to Wichita	**14.79**	**769**	**$4**	**$2,934**	**21**	**1,077**	**$5**	**$5,184**	**29.00**	**1,508**	**$7**	**$10,274**
Annual Op. Cost (10% of total)				**$2,583**				**$5,167**				**$10,333**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1	58	$2.5	$146	2	82	$3.5	$285	2	114	$5	$571
Emporia	11	579	$2.5	$1,447	16	810	$3.5	$2,835	22	1,134	$5	$5,671
Osage City	1	65	$2.5	$163	2	91	$3.5	$320	2	128	$5	$640
Alma	0.33	17	$2.5	$43	0	24	$3.5	$84	1	34	$5	$168
Council Grove	1	50	$2.5	$125	1	70	$3.5	$245	2	98	$5	$490
Total: Emporia to Topeka	**15**	**769**	**$2.5**	**$1,923**	**21**	**1,077**	**$3.5**	**$3,770**	**29**	**1,508**	**$5**	**$7,539**
Annual Op. Cost (10% of total)				**$1,842**				**$3,684**				**$7,367**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Louisburg	2	110	$4	$442	3	155	$5	$773	4	216	$7.5	$1,623
Osawatomie	4	191	$4	$765	5	268	$5	$1,339	7	375	$7.5	$2,813
Paola	4	223	$4	$892	6	312	$5	$1,560	8	437	$7.5	$3,277
Spring Hill	2	116	$4	$466	3	163	$5	$815	4	228	$7.5	$1,712
Total Paola to Olathe	**12**	**641**	**$4**	**$2,564**	**17**	**898**	**$5**	**$4,488**	**24**	**1,257**	**$7.5**	**$9,424**
Annual Op. Cost (10 % of total)				**$2,323**				**$4,646**				**$9,292**

Table 18 Fare Assessment - based on a 25% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$9	$218	1	34	$13	$440	1	47	$18	$854
Emporia	13	673	$9	$6,060	18	943	$13	$12,254	25	1,320	$18	$23,755
Eureka	1	72	$4	$287	2	101	$7	$704	3	141	$9	$1,267
Total: Emporia to Wichita	**14.79**	**769**	**$9**	**$6,565**	**21**	**1,077**	**$12**	**$13,398**	**29.00**	**1,508**	**$17**	**$25,875**
Annual Op. Cost (25 % of total)				**$6,458**				**$12,917**				**$25,834**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1	58	$6	$349	2	82	$9	$734	2	114	$12	$1,369
Emporia	11	579	$6	$3,472	16	810	$9	$7,291	22	1,134	$12	$13,610
Osage City	1	65	$6	$392	2	91	$9	$823	2	128	$12	$1,536
Alma	0.33	17	$6	$103	0	24	$9	$216	1	34	$12	$404
Council Grove	1	50	$6	$300	1	70	$9	$630	2	98	$12	$1,175
Total: Emporia to Topeka	**15**	**769**	**$6**	**$4,616**	**21**	**1,077**	**$9**	**$9,693**	**29**	**1,508**	**$12**	**$18,094**
Annual Op. Cost (25 % of total)				**$4,605**				**$9,209**				**$18,418**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Louisburg	2	110	$9	$993	3	155	$13	$2,009	4	216	$18.5	$4,003
Osawatomie	4	191	$9	$1,722	5	268	$13	$3,482	7	375	$18.5	$6,938
Paola	4	223	$9	$2,006	6	312	$13	$4,057	8	437	$18.5	$8,083
Spring Hill	2	116	$9	$1,048	3	163	$13	$2,119	4	228	$18.5	$4,222
Total Paola to Olathe	**12**	**641**	**$9**	**$5,770**	**17**	**898**	**$13**	**$11,668**	**24**	**1,257**	**$18.5**	**$23,246**
Annual Op. Cost (25 % of total)				**$5,808**				**$11,615**				**$23,230**

Table 19 Fare Assessment - based on a 50% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Cottonwood Falls	0.47	24	$18	$436	1	34	$25	$847	1	47	$35	$1,660
Emporia	13	673	$18	$12,120	18	943	$25	$23,566	25	1,320	$35	$46,189
Eureka	1	72	$9	$646	2	101	$15	$1,508	3	141	$28	$3,940
Total: Emporia to Wichita	**14.79**	**769**	**$17**	**$13,201**	**21**	**1,077**	**$24**	**$25,921**	**29**	**1,508**	**$34**	**$51,790**
Annual Op. Cost (50 % of total)				**$12,917**				**$25,834**				**$51,667**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Burlington	1.12	58	$12	$699	2	82	$18	$1,467	2	114	$25.00	$2,852.66
Emporia	11	579	$12	$6,944	16	810	$18	$14,582	22	1,134	$25.00	$28,353.56
Osage City	1	65	$12	$784	2	91	$18	$1,646	2	128	$25.00	$3,200.80
Alma	0.33	17	$12	$206	0	24	$18	$432	1	34	$25.00	$840.82
Council Grove	1	50	$12	$600	1	70	$18	$1,259	2	98	$25.00	$2,448.60
Total: Emporia to Topeka	**14.79**	**769**	**$12**	**$9,232**	**21**	**1,077**	**$18**	**$19,387**	**29**	**1,508**	**$25.00**	**$37,696**
Annual Op. Cost (50 % of total)				**$9,209**				**$18,418**				**$36,837**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Louisburg	2	110	$18	$1,987	3	155	$26	$4,018	4	216	$37	$8,005
Osawatomie	4	191	$18	$3,444	5	268	$26	$6,965	7	375	$37	$13,876
Paola	4	223	$18	$4,013	6	312	$26	$8,114	8	437	$37	$16,166
Spring Hill	2	116	$18	$2,096	3	163	$26	$4,239	4	228	$37	$8,445
Total Paola to Olathe	**12**	**641**	**$18**	**$11,540**	**17**	**898**	**$26**	**$23,336**	**24**	**1257**	**$37**	**$46,492**
Annual Op. Cost (50 % of total)				**$11,615**				**$23,230**				**$46,460**

East Central Regional Committee Meeting
Meeting Notes from Emporia

Emporia Meeting

September 18th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from the Louisburg Senior Center, Coffey County Transportation, Anderson County General Public Transportation, Chase County, COF Training Services, Community Senior Center, Lakemary Inc., Lyon County Department on Aging, Wabaunsee County General Public Transportation, Franklin County, Greenwood County Council on Aging, Paola Senior Center, Lyon County Area Transportation, Franklin County Public Transportation, Franklin County Services for the Elderly, Osage County Council on Aging were present. Representatives from KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore and Tamara Klein.

Introduction

Mark Swope began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the

original CTD structure. Some regions will experience larger changes than others. The urban counties of Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
There are multiple opportunities for inter-regional services. Primary travel movements were seen to be concentrated towards Wichita and Topeka, with the eastern half of the region concentrated more towards Kansas City. Two routes originate in Emporia with one travelling to Topeka and the other to Wichita. The third route would travel from Paola to Olathe. Considering the defined level of service and the potential cost recovery rates for each route, Mark Swope asked stakeholders whether their expected amount of local match would be a reasonable amount of money for their funders to allocate.

Questions/Comments

- Since the regional routes would be based on reservations, comments came up concerning what would end up happening if no reservations were made. Would the route still operate? Would the driver still get paid?

- If Lcat operates the two Emporia routes, policies will need to be changed to allow them to travel outside the Lyon County line.

- Deb Haglund, from Chase County, began the discussion on funding the regional routes with her comment on her county's level of local match being too high in the scenario presented. She also felt that she sees demand from Chase County going more towards Emporia and Council Grove for medical purposes. Mark Swope let the stakeholders know this is only the first step towards deciding on a final cost allocation strategy. There are many different ways the costs can be divided. The question then is which way is the most equitable across the entire region.

- Questions regarding who is paying for the service led to comments on who is benefiting from the service more. You can either look at it from the perspective of the origin or the destination. Communities where riders originate benefit by keeping those residents who may have moved elsewhere without proper transportation to their daily needs. The destination communities benefit from riders spending their tax dollars in the destination's county. Many of the stakeholders warned their county commissioners would not be willing to help fund services travelling into surrounding counties.

- While Kristy Haden, from Wabaunsee County, disapproved of her county's local match responsibility for the northern route to Topeka, she would still like to have access to the route a few times a year. Kristy also thought a ridership-based funding allocation method would be the most equitable way to share the costs throughout the region.

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Emporia, at the Lcat facility. The position may be under the payroll of Lcat, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- There were no major concerns with the Mobility Manager being located in Emporia, a small number of stakeholders were concerned about some having misperceptions about who the Mobility Manager was actually working for.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Emporia. Lcat has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- Mark Swope reminded the group this strategy could take many shapes between the different regions. The process may take years, but coordination would first start with the regional trips and then grow from there.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- The task of creating a governance structure and equitable local match allocation strategies is not easy. In relation to these difficult tasks, one stakeholder recommended talking to county commissioners who have had previous experience with sharing funds across county boundaries for other purposes, such as emergency preparedness.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – East Central Regional Committee Meeting #4 **DATE –** 9/18/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Beverly Steger. PH: 913-837-5113	Director Louisburg Senior Center	SeniorCitizens@MoKanComm.Net
Tom Steger. PH: 913-837-5113	Louisburg Senior Center	TSteger@MoKanComm.Net
KARA Reynolds PH: 620-364-1935	Coffey County Transportation Executive Director	Coffeycotransportation@gmail.com
PATTY RAMSEY PH: 785-448-6480	ANDERSON CO GEN PUB TRANS. PROGRAM DIRECTOR	Pramsey@hrblock.com
Marlyn Burkhardt PH: 785-867-2023	COB Anderson Co Gen Pub Trans Chairman of Board	mjburkic@embarqmail.com
Deb Haglund PH: 620-273-8511	Chase County Transit Manager / County Coordinator on Aging	dhaglund1@sbcglobal.net
Carla Bienhoff PH: 785-242-5035 ext. 375	Project Manager COF TRAINING SERVICES	cbienhoff@cofts.org
Carol Rhea PH 913-755-4786	DIRECTOR Comm. Sr. Ctr. Osawatomie	crhea@classicnet.net

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – East Central Regional Committee Meeting #4 **DATE –** 9/18/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Eric Clary PH: 913-557-4000 ext 405	Lakemary INC Trans. Coord.	eclary@lakemaryctr.org
Doug Steeve PH: 620-340-8258	Director - Lyon County Dept on Aging	dsteeve@lyoncounty.org
Kristy Haden PH: 785-765-2422	Wabaunsee County General Public Transp.	khaden@embarqmail.com
James M Haag Jr PH: 785-229-3550	Public Works Director Franklin County	jhaag@franklincoks.org
Karen Ebberts PH: 620-583-5453	Eud Co Council On Aging Eureka Ks Office manager	SC67045@sbcglobal.net
Jayne F Saunders PH: 620-583-6643	Greenwood Co Council on Aging Prs. Sr. Council	
Leanna Stanchfield PH: 913-294-4630	Paola Senior Center Paola, Kansas	leannastanchfield@suddenlink.net
Ken Barlows. PH 620-~~[illegible]~~ 343-4207	h-CAT Emporia Ks.	KENNKS2002 YAHOO.~~Com~~ com

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
RaJeanna Bauhart PH: 785-242-7440	Dispatcher Fr. Co. Public Transportation	frco dispatch@yahoo.com
Cathy Ouderstadt PH: 785-242-8341	Coordinator Franklin County Services for the Elderly	ceduderstadt@midamericanutrition.org
Byran Jordan PH: 785-528-4906	Dir. Osage Co. COA	byronj@Mchsi.com
Mark Swope PH:	OA	
Jon Moore PH:	OA	
Tamara Klein PH:	OA	
Josh Powers PH:	KDOT	
Cory Davis PH	KDOT	

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

East Central Regional Committee Meeting #4

September 18, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

	Paola Route		
Days of Service/week	**1x**	**2x**	**4x**
Estimated Annual Ridership	641	898	1,257
Annual Operating Cost	$23,230	$46,460	$92,920
Annual Operating Cost per Rider	$36	$52	$74
Average Fare (50% Cost Recovery)	$18	$26	$37
Average Fare (25% Cost Recovery)	$9	$13	$18.5
Average Fare (10% Cost Recovery)	$4	$5	$7.5
Capital Cost	One Vehicle		
Travel Time	36 minutes		
Mileage	22		
Intercity Stops Population	14,903		
Activity Center (Population)	Kansas City Area (1.36 mill)		

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (10% Cost Recovery Rate)

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Anderson	8,066	YES	NO	$0	$0
Chase	2,788	YES	YES	$1,646	$2,118
Coffey	8,553	YES	NO	$0	$0
Franklin	25,916	YES	NO	$0	$0
Greenwood	6,654	YES	NO	$0	$0
Linn	9,613	YES	NO	$0	$0
Lyon	34,103	YES	YES	$18,858	$25,021
Miami	32,546	YES	YES	$9,201	$13,201
Morris	5,917	YES	NO	$0	$0
Osage	16,300	YES	YES	$3,392	$4,756
Wabaunsee	7,048	YES	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (25% Cost Recovery Rate)

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Anderson	8,066	YES	NO	$0	$0
Chase	2,788	YES	YES	$1,372	$1,844
Coffey	8,553	YES	NO	$0	$0
Franklin	25,916	YES	NO	$0	$0
Greenwood	6,654	YES	NO	$0	$0
Linn	9,613	YES	NO	$0	$0
Lyon	34,103	YES	YES	$15,715	$25,296
Miami	32,546	YES	YES	$7,667	$11,667
Morris	5,917	YES	NO	$0	$0
Osage	16,300	YES	YES	$2,827	$4,191
Wabaunsee	7,048	YES	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (50% Cost Recovery Rate)

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Anderson	8,066	YES	NO	$0	$0
Chase	2,788	YES	YES	$915	$1,387
Coffey	8,553	YES	NO	$0	$0
Franklin	25,916	YES	NO	$0	$0
Greenwood	6,654	YES	NO	$0	$0
Linn	9,613	YES	NO	$0	$0
Lyon	34,103	YES	YES	$10,476	$16,640
Miami	32,546	YES	YES	$5,112	$9,112
Morris	5,917	YES	NO	$0	$0
Osage	16,300	YES	YES	$1,885	$3,249
Wabaunsee	7,048	YES	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Mid-term (2016 – 2017)
- Participants and Roles

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Anderson	8,066	YES	NO	$0	$1,655
Chase	2,788	YES	YES	$0	$751
Coffey	8,553	YES	NO	$0	$1,739
Franklin	25,916	YES	NO	$0	$4,715
Greenwood	6,654	YES	NO	$0	$1,413
Linn	9,613	YES	NO	$0	$1,921
Lyon	34,103	YES	YES	$0	$6,119
Miami	32,546	YES	YES	$0	$5,852
Morris	5,917	YES	NO	$0	$1,287
Osage	16,300	YES	YES	$0	$3,067
Wabaunsee	7,048	YES	NO	$0	$1,481

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

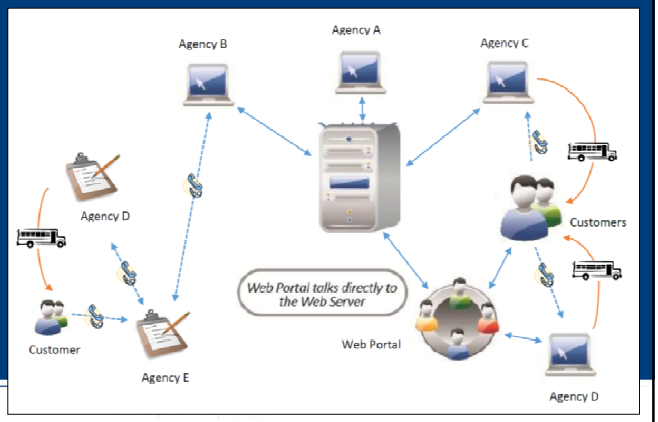
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Anderson	8,066	YES	NO	$205	$205
Chase	2,788	YES	YES	$71	$71
Coffey	8,553	YES	NO	$217	$217
Franklin	25,916	YES	NO	$658	$658
Greenwood	6,654	YES	NO	$169	$169
Linn	9,613	YES	NO	$244	$244
Lyon	34,103	YES	YES	$866	$866
Miami	32,546	YES	YES	$827	$827
Morris	5,917	YES	NO	$150	$150
Osage	16,300	YES	YES	$414	$414
Wabaunsee	7,048	YES	NO	$179	$179

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

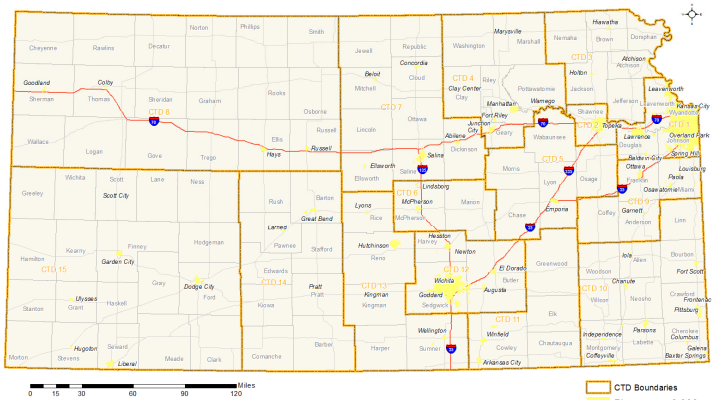
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

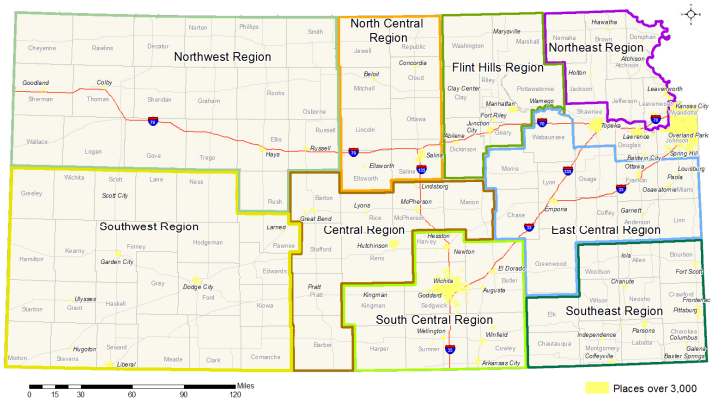
What Happens to the CTDs?



Kansas Statewide CTDs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

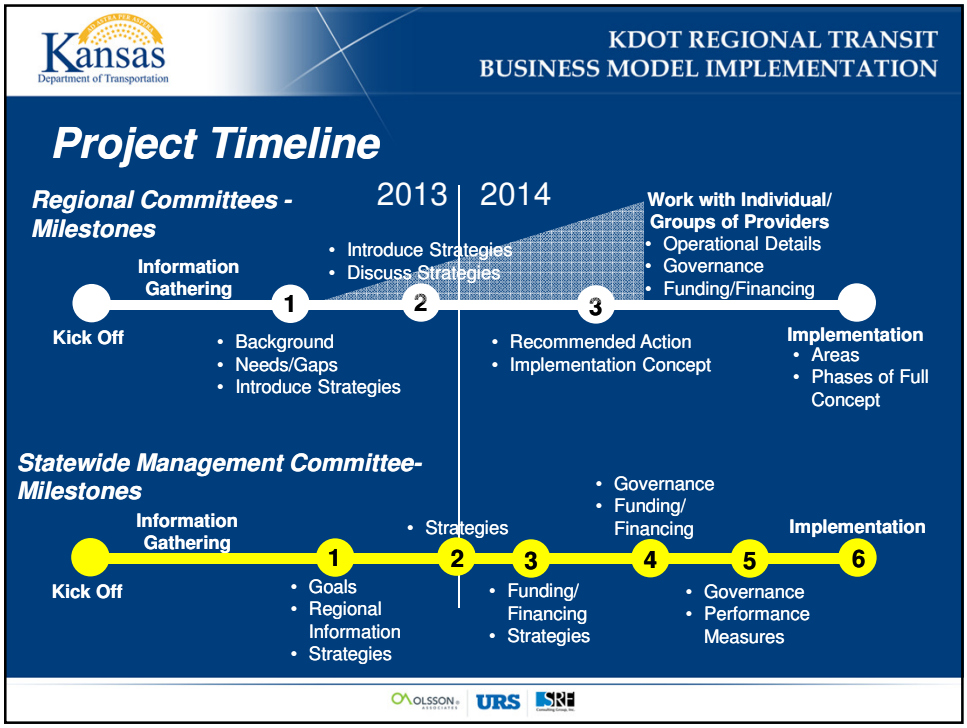
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
• Introduce Strategies
• Discuss Strategies
Information Gathering
1
2
3
Kick Off
• Background
• Needs/Gaps
• Introduce Strategies
• Recommended Action
• Implementation Concept
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
• Governance
• Funding/ Financing
• Strategies
Information Gathering
Implementation
1
2
3
4
5
6
Kick Off
• Goals
• Regional Information
• Strategies
• Funding/ Financing
• Strategies
• Governance
• Performance Measures
OLSSON
URS
SRF

Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Contacts
Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984
Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170
OLSSON
URS
SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

East Central Regional Committee Meeting #4

September 18, 2014

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – East Central Region Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)
- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

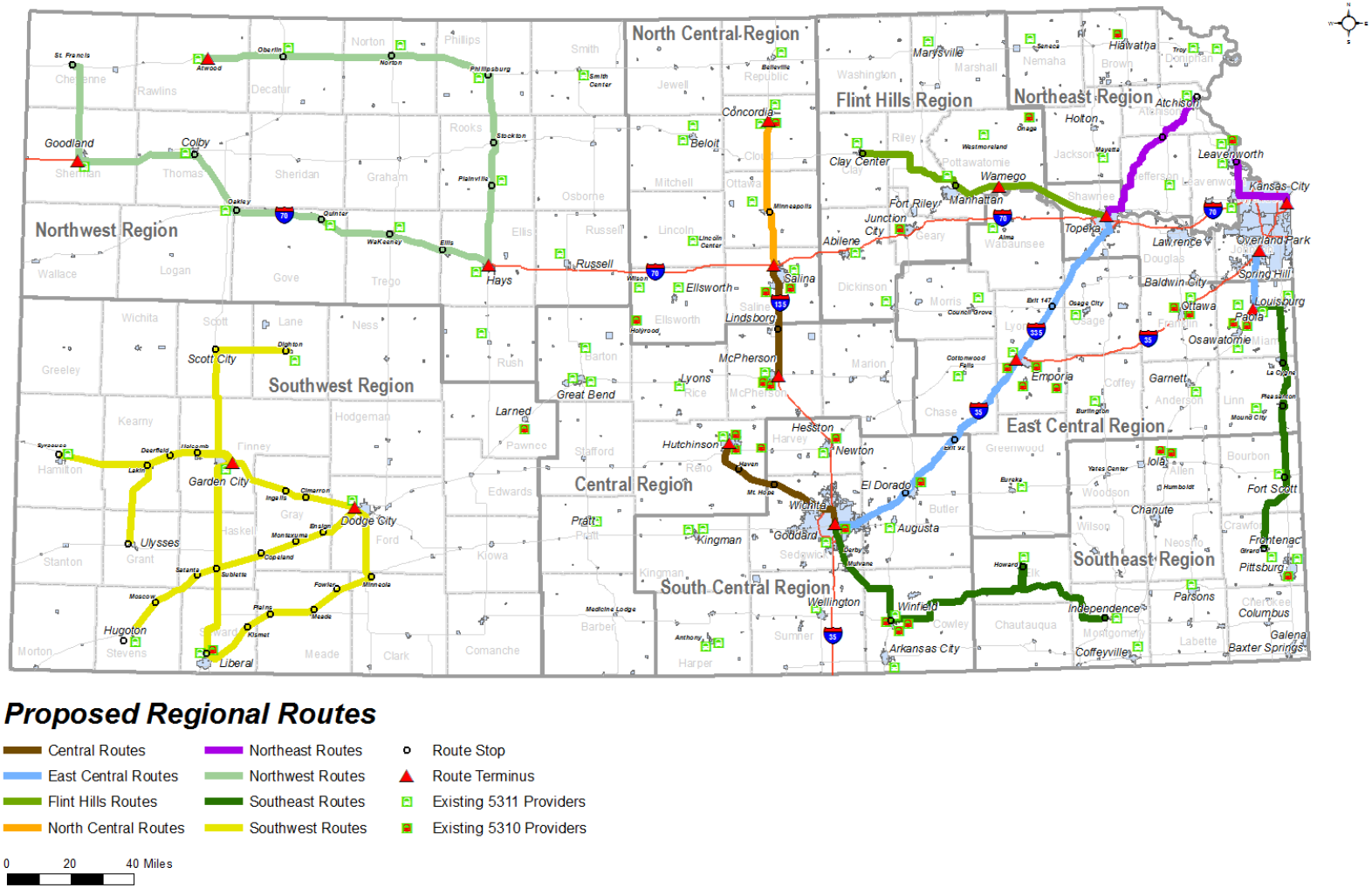
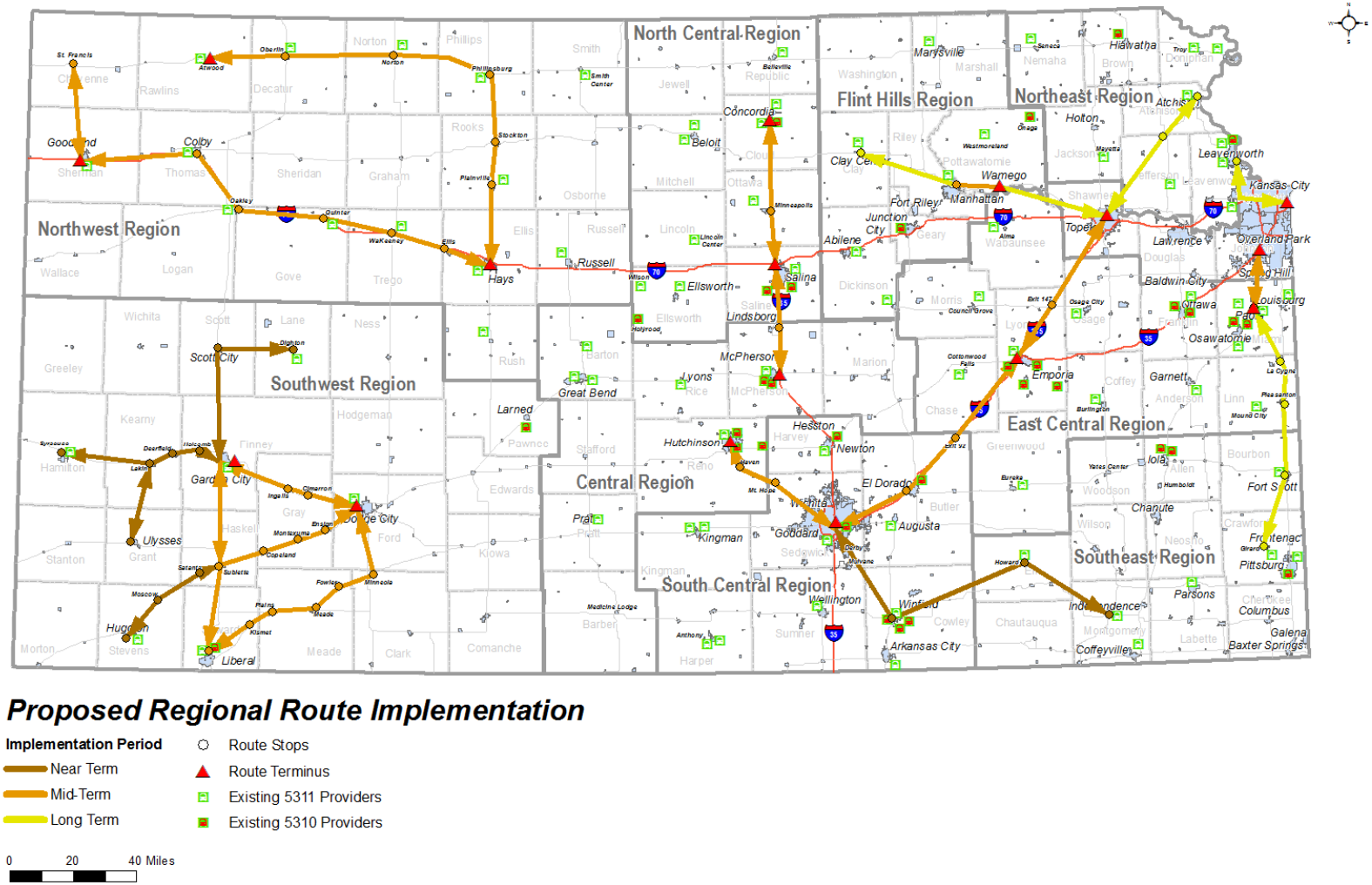


Figure 2 Proposed Regional Route Implementation



East Central Region

In the East Central Region, three regional routes are considered for implementation. The Northern Route is designed to travel between Emporia and Topeka along I-335. Stops proposed along the route include one at Exit 147 between Council Grove and Osage City where riders from Morris, Wabaunsee or Osage counties can transfer from local transit service to the regional route on their way up to Topeka. The Southern Route would operate between Emporia and Wichita travelling along the I-35 corridor. Stops at Exit 97 and El Dorado are intended for those travelling to Wichita who live in either Greenwood, Chase or Butler counties and want to transfer onto the regional route from their local providers.

An additional regional route serving the eastern four counties of Franklin, Anderson, Linn and Miami has been discussed among the study team and regional stakeholders. The route would originate at a defined stop in Paola where passengers would be transferring from their respective rural providers located in either of the previously mentioned counties. The alignment would proceed along Highway 169/K-7 where it stops in Spring Hill and then ends at Olathe Medical Center. This follows the alignment of a previously existing route that was operated by Johnson County Transit. From there, riders could access direct services at Olathe Medical Center, or transfer to Johnson County Transit for other destinations. Alternatively, the route could be extend to KU Medical Center (with an increase in operating costs).

Figure 3 East Central Regional Route Alignment

Lyon County Area Transportation (L-CAT), based in Emporia, operates the largest number of vehicles among the providers within the western seven counties of the East Central Region. Currently, L-CAT does not operate beyond Lyon County, but has expressed a strong interest and ability to do so. L-CAT's central location within the region and along I-335 / I-35 would facilitate participating 5311 providers in transferring riders from surrounding counties to the regional routes serving Topeka or Wichita. Cost estimates for operating the routes are based on the annual cost per mile established by L-CAT of $2.30.

Johnson County Transit (JCT) operates outside of the East Central Region, but was the operator of a commuter route originating in Paola before it was discontinued. The route picked up riders in Paola and ended at the Great Mall of the Great Plains in Olathe, KS. JCT's existing infrastructure and staffing also makes them the most qualified provider to operate the new proposed route from Paola. Cost estimates for operating the Paola Route is based on the annual cost per mile established by JCT of $2.42.

Table 1 East Central Regional Route Quantitative Evaluation

	Northern Route			Southern Route		
Trips/week	**1x**	**2x**	**4x**	**1x**	**2x**	**4x**
Estimated Annual Ridership	769	1,077	1,508	769	1,077	1,508
Annual Operating Cost	$18,418	$36,837	$73,674	$25,834	$51,667	$103,334
Annual Operating Cost per Rider	$24	$34	$49	$34	$48	$69
Capital Cost	One Vehicle			One Vehicle		
Average Fare (50% Cost Recovery)	$12	$18	$25	$17	$24	$34
Average Fare (25% Cost Recovery)	$6	$9	$12	$9	$12	$17
Average Fare (10% Cost Recovery)	$2.5	$3.5	$5	$4	$5	$7
Travel Time	1 hr. 10 min.			1 hr. 30 min.		
Mileage	77			108		
Intercity Stops Population	35,732			44,497		
Activity Center (Population)	Topeka (142,411)			Wichita (422,301)		

Table 2 Paola Route Quantitative Evaluation

	Paola Route		
Days of Service/week	**1x**	**2x**	**4x**
Estimated Annual Ridership	641	898	1,257
Annual Operating Cost	$23,230	$46,460	$92,920
Annual Operating Cost per Rider	$36	$52	$74
Capital Cost	One Vehicle		
Average Fare (50% Cost Recovery)	$18	$26	$37
Average Fare (25% Cost Recovery)	$9	$13	$18.5
Average Fare (10% Cost Recovery)	$4	$5	$7.5
Travel Time	36 minutes		
Mileage	22		
Intercity Stops Population	14,903		
Activity Center (Population)	Kansas City Area (1.36 mill)		

Major Trip Generators

The Northern Route, ending in Topeka, has major regional facilities, including a VA facility, several major medical facilities, dialysis, and social service agencies

The Southern Route ends in Wichita which has dialysis centers, regional hospitals, and social service agencies.

The Paola Route's terminus is located at the Olathe Medical Center where patients can visit for Physician appointments and also receive dialysis treatments nearby. JCT operates commuter routes from the nearby mall, so further connections may also be made to take advantage of the local transit system commuter routes travelling towards downtown Kansas City, or paratransit services to access other medical centers or social service agencies. Alternatively, this route can continue onto the KU Medical Center.

Current Coordination Level

Current coordination between providers in the East Central Region is stronger than in some other regions. Providers are currently sharing long-distance trip information through a website calendar hosted by a county-based transit provider, and have discussed a coordinated long-distance fare of $5 per county. This fare would remain with the operator of the trip to help cover operating expenses. Obstacles preventing further coordination are seen to routinely be issues of limited funding, but also jurisdictional service restrictions, remote locations and communication difficulties were also recorded. Providers did express opportunities that would also improve current services by better publicizing current service, simplifying daily operations and taking advantage of volunteer drivers when available.

Level of Coordination Needed

The two regional routes operating out of Emporia are proposed to be operated by L-CAT, and the Paola could be operated by JCT. However, other 5311 providers in the region will need to transport riders within their service areas to the appropriate regional stops. Communication between the 5311 providers and the regional route operator will be necessary in order to prevent exceeding the capacity limits of the vehicle. Coordinated dispatching could assist with this type of communication. Regional funding agreements would be required to operate the regional routes.

Stakeholder Response

Responses received from stakeholders within the region supported the proposed regional routes, since there is already coordination between providers offering a similar route. In preliminary discussions, stakeholders developed and expressed support for a $5 per county fare. For the proposed routes to be effectively implemented, the group emphasized the importance of communicating and coordinating between providers on aspects such as operating hours. Efforts like developing online calendars to show when vehicles arrive and depart from each stop may assist providers in providing long-distance trips. Coordinated scheduling software and GPS-enabled vehicles can enhance this effort by allowing the dynamic exchange of trip, vehicle, and schedule information between agencies.

Proposed Implementation Period

After evaluating both the quantitative and qualitative information for the Northern, Southern and Paola Regional Routes, the concepts were seen as potential mid-term strategies for the East Central Region. While the anticipated ridership is similar for each route, the southern route between Emporia and Wichita has a longer distance trip, thus, increasing the annual operating cost and cost per rider. If a 50 percent cost recovery rate is acceptable for participating counties, a frequency of two trips per week would allow for a reasonable fare rate to be charged. Frequency of each route can be altered to match the demand for service once the route is fully implemented.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

East Central Region

The duties of a mobility manager in the East Central Region would be shared and performed among the existing transit providers of the region. Among them, they will work to coordinate longer-distance or regional transit trips, and coordinate transit service provision with mobility managers in other regions. Regional providers will also work with major medical providers, employers, and social service agencies within the region to better match transit service to trip and demand patterns.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- “Option 1” - Focusing centralize scheduling efforts to regional or long-distance trips
- “Option 2” - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other’s trips, making coordination and trip chaining easier.
- “Option 3” - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency’s discretion, contracting dispatching and scheduling services to other agencies.

East Central Region

In the East Central Region, Lyon County Area Transit (L-CAT) has indicated a willingness and ability to serve as a point agency to administer the coordinated scheduling software. In addition to L-CAT, Coffey County and Louisburg Senior Center and express interest in learning more about employing the coordinated scheduling software.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX D – FLINT HILLS CTD MATERIAL

FLINT HILLS REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM MANHATTAN

Manhattan Meeting August 27, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Twin Valley Development Services Inc., the Geary County Senior Center, the Big Lakes Developmental Center, Inc., the Marshall County Agency on Aging, the Flint Hills Area Transportation Agency, the City of Herrington, the Clay County Task Force Inc., the City of Manhattan, the Flint Hills MPO, the City of Abilene, and the Flint Hills Regional Council. The Geary County Senior Center is a recipient of 5310 funding.

Josh Powers, Cory Davis, Stacey Cowen and Connie Spenser represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Flint Hills Area Transportation Agency: Operates both demand/response and fixed route systems in Riley, Geary and West Pottawatomie Counties and will travel as far as Salina, Topeka and Nebraska. The demand/response service operates Monday through Friday from 6:00 AM to 6:00 PM . The fixed route service operates Monday through Friday from 6:00 AM to 7:00 PM and on Saturdays from 8:00 AM to 7:00 PM. Service is managed by Anne Smith. The demand/response service carries over 12,000 rides per month while the fixed route service carries approximately 4,600 rides per month. Along with its own area, the agency provides central dispatch for Marshall and Washington Counties. Coordination with Geary County has gone well. Coordinating with the other counties has been somewhat more challenging.

City of Herrington: Operates demand/response service within the city limits of Herrington on Monday through Friday from 8:00 AM to 4:00 PM. The service is managed by Lori Dornbusch and carries about 200 rides per month. The service has picked up a lot of military rides in the past year. The service currently coordinates locally with the Good Samaritan Village and local hospital.

Twin Valley Developmental Services, Inc.: Operates demand/response service in Marshall and Washington Counties and will travel as far as Omaha, Lincoln, Kansas City, Topeka, Manhattan and

Wichita. The service operates seven days a week from 6:00 AM to 10:00 PM. he service is managed by Ed Henry and carries about 260 rides per month. Twin Valley Transportation has tried set schedules with fixed route service but it was very unpopular. Coordination with other providers has been limited.

City of Abilene: Operates demand/response serve within a 6-mile radius of the city limits of Abilene weekdays from 8:00 AM to 5:00 PM. The service is managed by Jane Foltz and carries about 900 rides a month. Funding has largely limited any ability for the City to coordinate with other providers.

Marshall County Agency on Aging: Operates primarily in Marshall County but will go as far as Manhattan, Topeka, Seneca, as well as Beatrice and Lincoln NE. The service operates weekdays from 8:00 AM to 4:30 PM. The service is managed by Heather Ruhkamp and carries about 250 rides per month.

Flint Hills Regional Council (FHRC): Recommends that Morris and Wabaunsee Counties be included in the Flint Hills region. Dickinson could go either way (with Flint Hills or other region). Dickinson County currently has towns that are not served by transit (like Solomon). The FHRC suggested that KDOT provide examples of how additional regional coordination could benefit the region. Coverage is often dictated by funding.

Current Coordination:

The Flint Hills ATA has worked with OCCK to provide coordinated rides from Abilene to Manhattan. Training and maintenance are already being coordinated and ATA would like to coordinate insurance and fuel costs as well. Marshall and Washington Counties are working toward centralized dispatching using NOVUS software. Specific vehicles are assigned by the counties; itineraries are sent out the night before and counties decide the dispatch schedule. Geary County partnership with ATA has gone well. ATA also has an informal relationship with Clay County. FHRC works with Pottawatomie County.

Barriers to coordination:

- Distances, limited vehicles and personnel.
- Takes an entire day to take one rider to Topeka or Kansas City for medical purposes.
- ATA short on staff and drivers (currently short 3 drivers).
- Expanding service area with current budgets would reduce service levels across the board.
- Has KDOT considered regional transit authorities? County Commissioners need to understand the business case behind coordinated transit rather than just requiring additional funding.

Opportunities:

- Increased service to Abilene (Russell Stover employment).
- Increased service along Highway 24 corridor to Highland Community College in Wamego.
- Education/awareness of available services.
- One bus service scheduled for Topeka and Kansas City.

ATA has coordinated with eye clinics in Topeka to arrange specific days for transit service. Such arrangements with other medical facilities could help provide operating efficiencies by allowing multiple riders for same-day medical trips.

General agreement was expressed that operating efficiencies could be improved and "taxi service" could be cut back.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - F.H. 8/27 FLINT HILLS

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Bill McGehee PH: 785-747-2251	Twin Valley Transportation	bmcgehee@twinvalley.net
Shelley Carver PH: 785 587 2430	City of Manhattan	carver@citymhk.com
Stephanie Watts PH: 785-845-9050	FHMPO	Stephanie@flinthillsregion.org
Florence Whitehead PH: 785-238-2395	Geary Co. Commissioner	
Jane Foltz PH: 785 263 7266	City of Abilene KS	aprd@abilenecityhall.com
Mark Bachamp PH: 785-539-6900	Olsson Associates. Manhattan, KS	mbachamp@olssonassociates.com
Phillip Korevek PH: 785-776-9201	Big Lakes Developmental Center, Inc.	pkorevek@biglakes.org
Ed Henry PH: 562 7410	Twin Valley Greenleaf	ehenry@twinvalley.net

Kansas Department of Transportation

F.H. 8/27

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

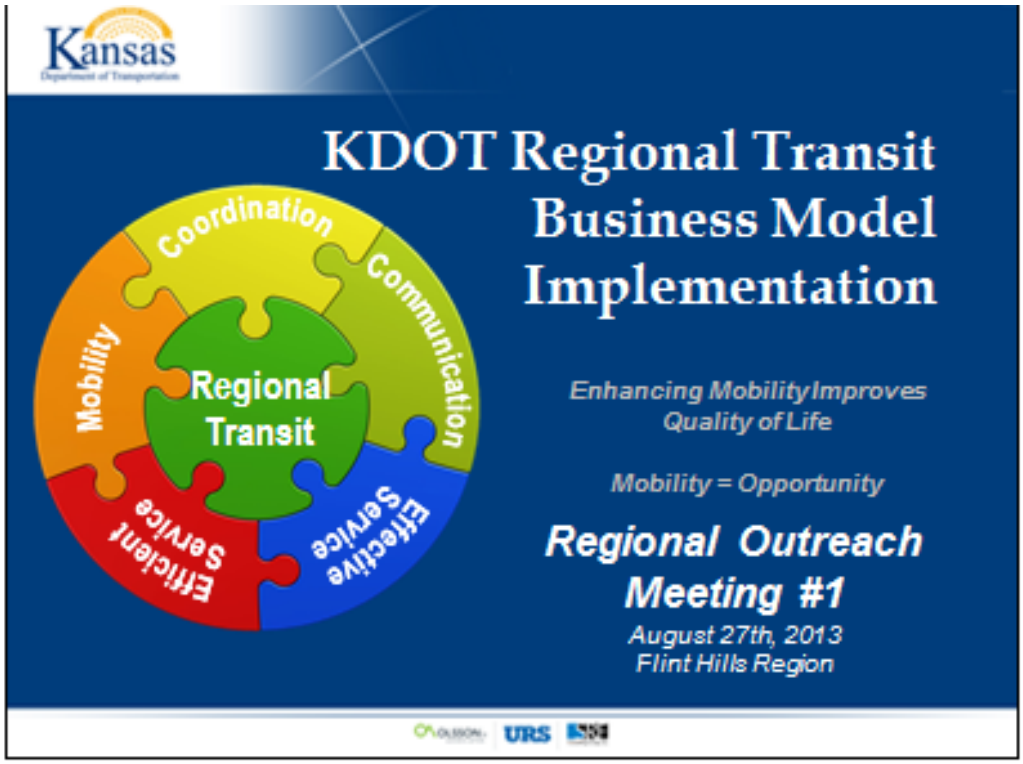
MEETING PURPOSE - FLINT HILLS

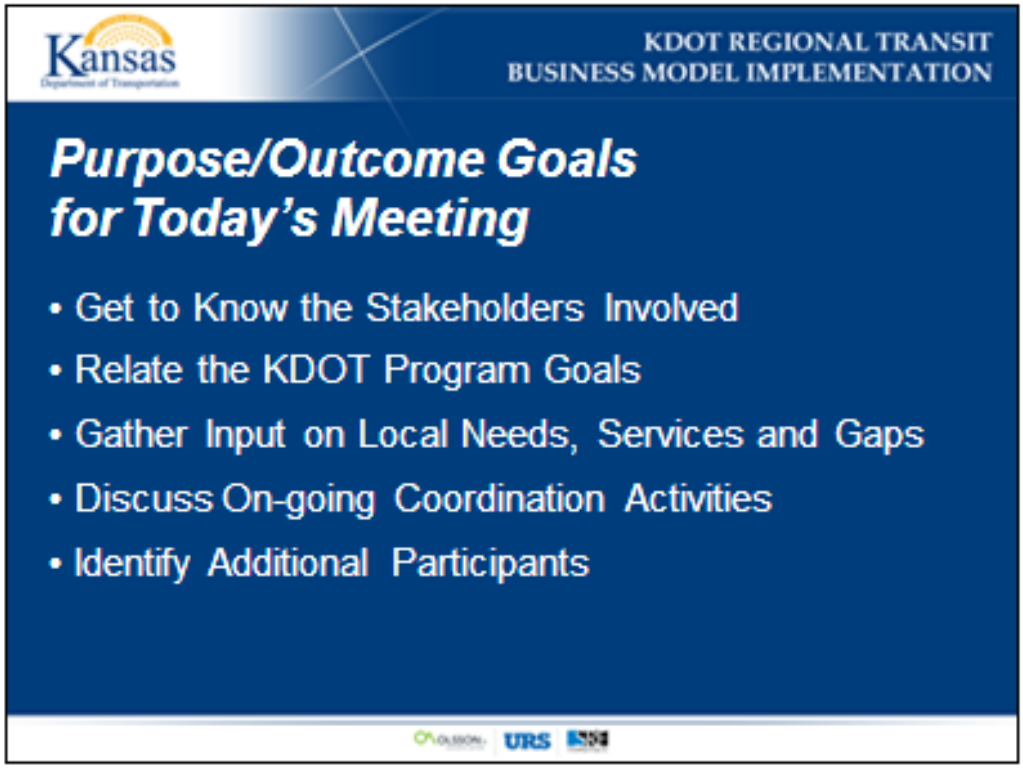
DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Barb Strauss PH: 632-2447	general Public Trans. Clay Center Dispatcher	ClayCountytaskForce@gmail.com
Heather Ruhlkamp PH: 785 562-2020	Marshall County Agency on Aging Director	hrmscoaoa@blue valley.net
Anne Smith PH: 785 - 537 - 6346	FLINT HILLS ATA BUS DIRECTOR	asmith@rileycountyks.gov
GARY STITH PH: 301 - 529 - 2436	FLINT HILLS REGIONAL COUNCIL Interim Exec. Director	gary@flinthillsregion.org
Karen McCulloch PH: 785 - 776 - 6854	Manhattan City Commission	kimcc@ksu.edu
PH:		
PH:		
PH:		

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc.

Jay Bach-Smith Operations Mgr jsmith@rileycountyksgov
Lori Davis Center Manager City of Weir
Mark Taussig K-State taus@ksu.edu


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #1
August 27th, 2013
Flint Hills Region
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Purpose/Outcome Goals
for Today's Meeting
• Get to Know the Stakeholders Involved
• Relate the KDOT Program Goals
• Gather Input on Local Needs, Services and Gaps
• Discuss On-going Coordination Activities
• Identify Additional Participants
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

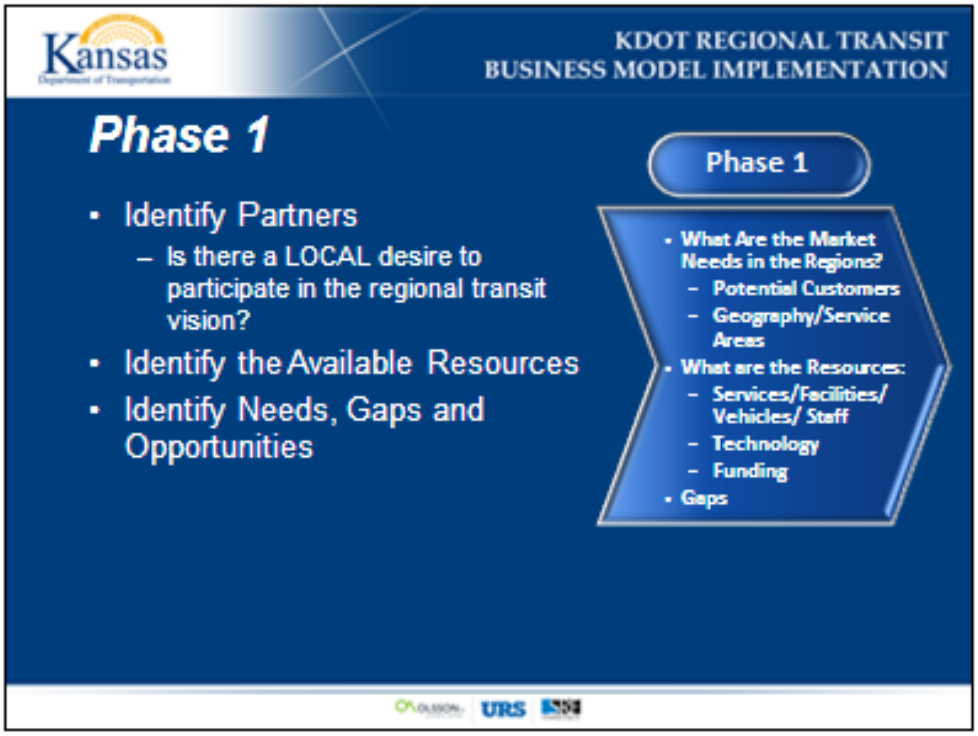
- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
Potential Directions/ Concepts
Review Alternatives:
Address Needs (Priorities)
Relative to Other Performance Measures
Coordination Requirements
Partnering Opportunities
Organization/ Governance Changes
Operating
Funding/Oversight at Local Level
Develop Implementation
Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
Public Transit:
Fixed Route
Demand-Response
Deviated Fixed Route
Elderly/Handicapped Services
Volunteer Drivers
Taxi
Carpools/Vanpools
OLSSON
URS
SRF


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Phase 1
Identify Partners
Is there a LOCAL desire to participate in the regional transit vision?
Identify the Available Resources
Identify Needs, Gaps and Opportunities
Phase 1
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
OLSSON
URS
SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

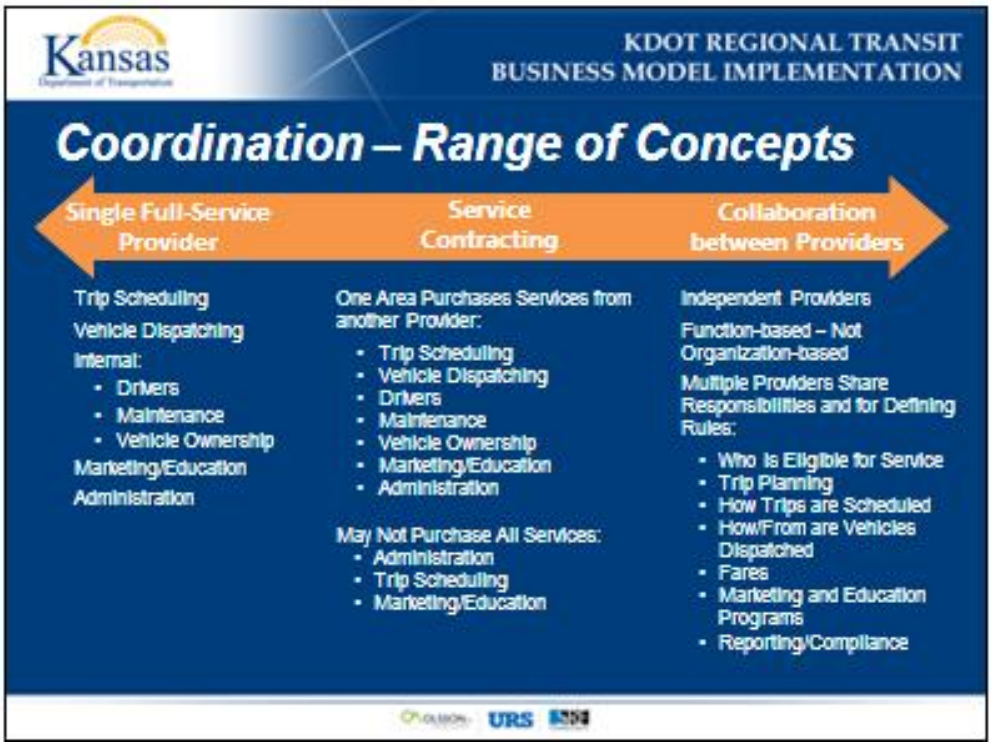
Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

Phase 3

- Organization/ Governance Changes
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
What is Coordination
Ride Planning
Route Planning
Hours/Days
Dispatching
Providing Rides
Service
Purchasing
Reporting
Insurance
Training
Testing/ Compliance
Management
Vehicles
Facilities
Fuel
Tires
Maintenance
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Coordination – Range of Concepts
Single Full-Service Provider
Service Contracting
Collaboration between Providers
Trip Scheduling
Vehicle Dispatching
Internal:
Drivers
Maintenance
Vehicle Ownership
Marketing/Education
Administration
One Area Purchases Services from another Provider:
Trip Scheduling
Vehicle Dispatching
Drivers
Maintenance
Vehicle Ownership
Marketing/Education
Administration
May Not Purchase All Services:
Administration
Trip Scheduling
Marketing/Education
Independent Providers
Function-based – Not Organization-based
Multiple Providers Share Responsibilities and for Defining Rules:
Who Is Eligible for Service
Trip Planning
How Trips are Scheduled
How/From are Vehicles Dispatched
Fares
Marketing and Education Programs
Reporting/Compliance
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Information Gathering
Kick Off
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Information Gathering
Kick Off
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
Implementation
6
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Let's Talk About the Region
Kansas Statewide CTDs
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

FLINT HILLS REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM MANHATTAN

Manhattan Meeting December 12, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Twin Valley Development Services Inc., the Marshall County Agency on Aging, the Flint Hills Area Transportation Agency, the Clay County Task Force Inc., the City of Manhattan, the Flint Hills MPO, the City of Abilene, the City of Junction City, the Junction City/Geary County Planning and Zoning Commission, Pottawatomie County Transportation, the Pottawatomie County Commission, K-State Planning/KSU and the North Central-Flint Hills Area Agency on Aging. The Twin Valley Development Services, The Flint Hillks MPO, KSU and the City of Manhattan are not currently recipients of 5311 funding.

Josh Powers, Cory Davis and Joel Skelley represented KDOT Transit.

Josh Powers of KDOT and Jeff Benson of URS facilitated the meeting with support from Mark Swope and Tom Worker-Braddock from Olsson. Mark Bachamp of Olsson Associates was also present.

Transit Coordination Project – Regional Meeting #2 Overview

Josh Powers provided an introduction to the meeting, the context of the current work to the project and a summary of future steps. He indicated that this is the 2nd of what will likely be 4 rounds of regional meetings. He said that the 3rd meeting would occur in the spring to discuss detailed strategy proposals and the likely 4th meeting would occur in the fall of 2014 to discuss governance and financial considerations. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns.

Jeff Benson led the presentation and discussion. He provided a summary of the goal of the second meeting of the regional committee, the needs survey results and the high priority needs of the region as determined by the survey as well as related potential strategies to address the high priority needs. The presentation is attached following the notes pages and sign-in sheets.

Jeff presented the 3 high priority needs of the North Central region:

- Need to establish/continue regular communication between stakeholders in region.
- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.

Need to establish/continue regular communication between stakeholders in region.

For the first identified high priority need, three potential strategies were presented for consideration and discussion:

- Consider using the Regional Council as a conduit for improving communications among providers.
- Designate a mobility manager that coordinates communication among all transportation providers in the region.
- Assess the potential for a Central Dispatch System to serve the region.

Several points of discussion focused on these three strategies:

- A question was asked as to how the Regional Council would serve to assist communication improvement. It was noted that the role might be better suited to the MPO rather than the Council.
- In response to questions about the Mobility Manager, KDOT explained the manager could serve as a depository for local service knowledge. The position could possibly be 100% funded by KDOT for some period of time and then receive partial state funding following the initial trial period. The Mobility Manager could be associated with one of the providers – such as the Flint Hills ATA - or it might be independent. Details would need to be worked out. Ideally, the Mobility Manager would serve to enhance the potential to serve inter-jurisdictional trip requests or even inter-regional trip requests. It was suggested that the consultants review the way Iowa has set up Mobility Mangers for its transit regions.
- A question was asked about the role of CTDs in view of the newly formed regions. KDOT responded that the CTDs will be replaced by the regions.
- With respect to a region-wide central dispatch, it was noted that other regions have expressed interest in just using the central dispatch for long-distance trips and allowing local providers to continue to use their own dispatch mechanisms for local trips.
- Some coordination is currently occurring with medical providers to a limited extent. The ATA has worked with the dialysis centers to accommodate schedules.
- ATA indicated that 70% of regional trips are employment-related. The ATA has coordinated with employment centers to some degree, particularly if buses are running late.
- It was suggested that the Flint Hills Chamber of Commerce could be used to supplement the functions of a Mobility Manager.
- Anne Smith of the ATA is already serving to some degree as a Mobility Manager for the region. Josh Powers agreed and indicated that Mobility Managers may not necessarily look the same in every region. He also indicated that Anne's first responsibility is to her own agency and the a region-wide manager might not be attached to one particular agency. He said that beginning in 2015, the implementation of the business model might begin with just one or two regions using Mobility Managers (including the Flint Hills region since it is already partially functioning as such) and expand to other regions after the concept has been proven. Joel Skelley said the Mobility Manager duties would likely expand over time. He also recognized that Anne Smith is already functioning as a Mobility Manger in many ways.

<u>Need to establish a link between local service and inter-regional transit service.</u>

For the second identified high priority need, the following potential strategy was presented for consideration and discussion:

- Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as Highway 24 corridor. Of importance, it was noted that several providers (but

not all) are already working together and coordinating services to some degree. Flint Hills ATA is serving as a lead for the coordination that is taking place.

Points of discussion regarding these strategies included the following:

- A number of providers are limited to the areas they serve; for example, the City of Abilene has only a 6-mile radius. Service in the City of Herrington in Dickinson County is also limited to the city limits. There is interest in service connecting to I-70 for longer-distance trips.
- ATA has tried coordinating with OCCK for client needing to travel from Dickinson County to Junction City but coordination has been difficult. ATA has also tried coordinating with KCATA and Topeka Metra but, again, coordination has been difficult.
- Significant trip demand in the region is focused toward Topeka. A potential once-a-week service to Topeka might do well to serve local communities in the region. In addition, there exists some demand for trips to Salina, Wichita and Kansas City.
- NEKCAP takes low income clients to Topeka. Currently, case managers them since transit service is limited. NEKCAP does community assessments for Marshall and Pottawatomie Counties. NEKCAP is currently surveying its clients to get an understanding of transportation needs.
- Nemaha County has a factory that has 4 vans used to bring employees from surrounding towns.
- Josh Powers indicated that most of the effort has focused on rural 5311 providers but as the regional implementation progresses, the business model will also incorporate 5310 urban systems and will engage social agencies.
- Pottawatomie County has a group that brings together several social agencies and many of them are providing the trips for their own clients.
- Junction City indicated that long-distance trips need to be able to provide a means of making connections at both ends of the trips. Junction City is in the process of developing a long-range transportation plan and is hearing that there is a need for a transportation service for its citizens to connect with relatives in Topeka. The City Manager of Junction City believes that there is a role for the Regional Council to serve in providing a regional data based for all regional transit services.

<u>Need to increase the awareness of transit service.</u>

For the third identified high priority need, the following potential strategy was presented for consideration and discussion:

- Providers and mobility manager may provide a better understanding of role and purpose of public transit through additional advertising and/or public relations (such as presentations to outside organizations). It was noted that some advertising is currently provided on cable TV and

sporadically through the Collegian at K-State and other media but additional funding would be needed for additional advertising.

Discussion focused on this strategy included the following:

- Increasing awareness of regional transit services could be a role for a Mobility Manager. Promotion of the services and who they are for is important since many in the region do not understand that 5311 providers serve the general public, not just the elderly and disabled. Many low-income individuals still do not understand that transit services exist and can be used by the general public.

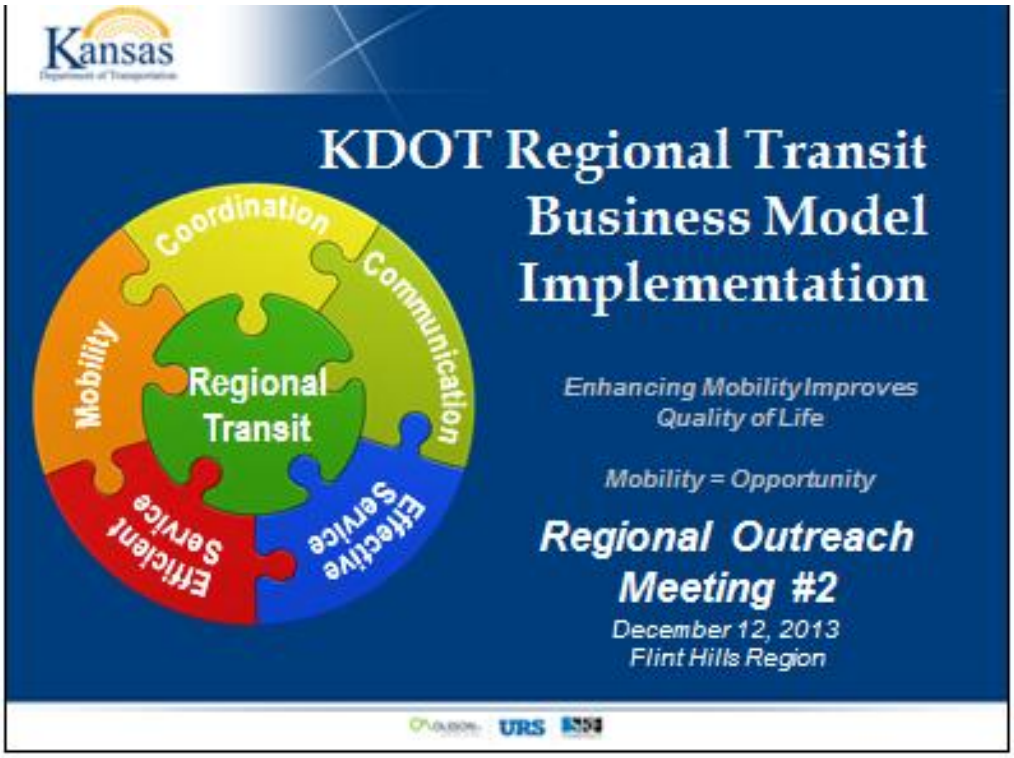
Jeff Benson concluded the discussion by indicating the next steps of the project:

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the Spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the Fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #2 **FLINT HILLS**

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Geo. W. Appleton PH:	Clay County Task Force Inc. Treasurer	
Jeanette Sperfslage PH: 785-742-2222	NEK-CAP, Inc Hiawatha, KS	jsperfslage@nekcap.org
Heather Rurkamp PH: 562-2020	Marshall Co. AOA	hrmsco aoa@blue valley.net
Stephanie Watts PH:	Transportation Planner FHMPO	stephanie@flinthillsregion.org
Jane Foltz PH:	City of Abilene	aprd@abilenecityhall.com
Karen McCullough PH:	Manhattan City Commission	kimcc@ksu.edu
Anne Smith PH:	ATA Bus	asmith@rileycountyks.gov
Aaron Berry PH:	City of Manhattan	berry@cityofmhk.com
Mark Bachamp PH:	OLSSON	
Mark Tawasig PH: 532-1732	K-State Planning	taws@ksu.edu
DAVID YEARGAIN 238-3103 PH: JC/GC ~~Pln & Zon.~~	JC/GC Plan & Zon.	david.yeargain@jcks.com
Gary D Yenzer PH:	Pott Co. Commissioner	gyenzer@pottcounty.org
Dustin Trego PH: 785-457-3455	Pott Co	Dtrego@pottcounty.org
Gerald C Smith PH: 785 307 8966	City manager City of Junction City	gerald.smith@JCKS.com
Ed Henry PH: 785 562 7410	CEO Twin Valley Dev. Services	ehenry@twinvalley.net
Ashley Noll PH: 785-776-9294	Long Term Care Supervisor North Central - Flint Hills Area Agency on Aging	ashleyn@nchaaa.com


Kansas
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #2
December 12, 2013
Flint Hills Region
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
Potential Directions/ Concepts
Review Alternatives:
Address Needs (Priorities)
Relative to Other Performance Measures
Coordination Requirements
Partnering Opportunities
Organization/ Governance Changes:
Operating
Funding/Oversight at Local Level
Develop Implementation
Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
Public Transit:
Fixed Route
Demand-Response
Deviated Fixed Route
Elderly/Handicapped Services
Volunteer Drivers
Taxi
Carpools/Vanpools
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the Following High Priority Needs:
  - Regular communication between stakeholders in region.
  - Link between local service and inter-regional transit service.
  - Awareness of transit service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The Flint Hills Region

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Flint Hills Identified High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.

Other:

- Need to enhance the perception of transit service.
- Need to address insufficient geographic coverage.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
  - Consider using the Regional Council as a conduit for improving communications among providers.
  - Designate a mobility manager that coordinates communication among all transportation providers in the region.
  - Assess the potential for a Central Dispatch System to serve the region.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish a link between local service and inter-regional transit service.
  - Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as Highway 24 corridor .

NOTE: Several providers (but not all) are already working together and coordinating services to some degree. Flint Hills ATA is serving as a lead for the coordination that is taking place.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to increase the awareness of transit service.
  - Providers and mobility manager may provide a better understanding of role and purpose of public transit through additional advertising and/or public relations (such as presentations to outside organizations).

NOTE: Currently provide some advertising on cable TV and sporadically through the Collegian at K-State and other media but need additional funding for addtitional advertising.

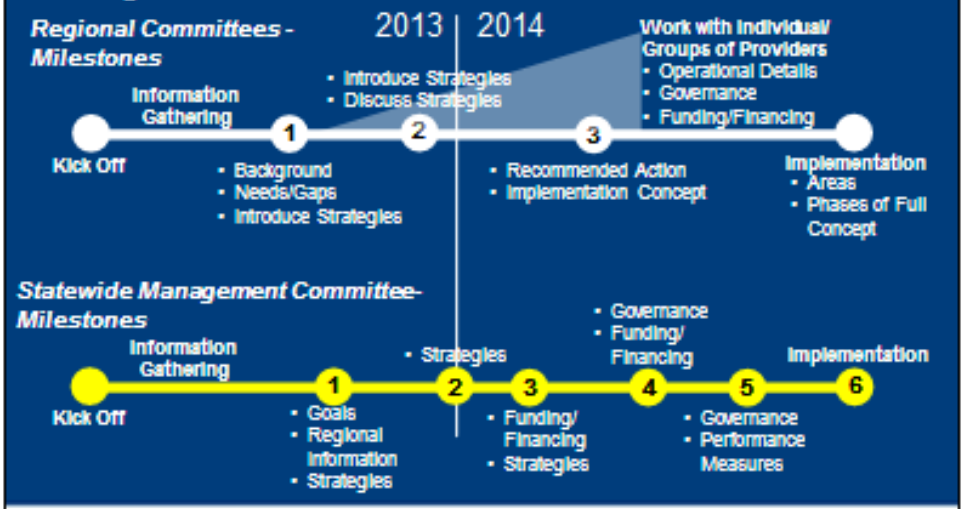
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

FLINT HILLS REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM MANHATTAN

Manhattan Meeting April 9, 2014

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Twin Valley Development Services Inc., the Marshall County Agency on Aging, the Flint Hills Area Transportation Agency, the Clay County Task Force Inc., the City of Manhattan, the Flint Hills MPO, the City of Abilene, the City of Junction City, the Junction City/Geary County Planning and Zoning Commission, Pottawatomie County Transportation, the Pottawatomie County Commission, K-State Planning/KSU and the Flint Hills Area Agency on Aging. The Twin Valley Development Services, The Flint Hills MPO, KSU and the City of Manhattan are not currently recipients of 5311 funding.

Josh Powers, Cory Davis and Stacey Cowen represented KDOT.

Josh Powers of KDOT, Jeff Benson of URS and Mark Swope of Olsson Associates facilitated the meeting.

Transit Coordination Project – Regional Meeting #3 Overview

Josh Powers provided an introduction to the meeting by encouraging attendees to address any issues so that all questions can be answered. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns. He indicated that this is the 3rd of what will be 4 rounds of regional meetings, with funding and governance to be discussed in more detail at the 4th regional meeting in the fall. He said that while current services must be defensible, no provider will be forced to do anything that is recommended as part of this effort and no provider will have funding cut as a result of recommendations that come out of this effort..

Jeff Benson led the presentation and discussion. He indicated that the focus of the day's meeting is to discuss details of the strategies that had been advanced from the December regional meeting. The strategies to be discussed are derived from the identified top priority needs: establishing regular communication, establishing a link between local service and inter-regional service, increasing the awareness of transit service and addressing insufficient geographic coverage.. He explained the 4 strategy categories that all strategies fall into from throughout the state: governance, communication, service operations, administration/mobility management. He then reviewed the top priority needs of the region as compiled from the survey and December regional meeting and discussed the specific strategies derived from the needs: establish a Flint Hills Region Transit Governance Board and Advisory Panel; establish a Flint Hills regional route; establish centralized reservations and scheduling as feasible and appropriate; develop a regional cost model, and establish a mobility manager position.

Establish a Flint Hills Region Transit Governance Board and Advisory Panel

Jeff explained that a Governing Board would be made up of 5311 providers only and would report directly to KDOT while an Advisory Panel could be made up of all interested providers and stakeholders in the region and would report to the governing Board. The Governing Board would provide guidance and service recommendations to KDOT and would also oversee the services of a Regional Mobility Manager. The Governing Board and Advisory Panel would meet regularly to discuss common issues, work with the Regional Mobility Manager and support communications among the providers and stakeholders. Some of the meetings might focus on one or two issues and only include providers/stakeholders interested in those specific topics. Stakeholders could include 5310 providers, riders with disabilities, public health organizations, cities or counties, regional employers, medical facilities, and colleges.

A question was asked regarding the Governing Board's control of transit decisions. Josh answered that the Board would provide opportunities to come together and that in control of their local services.

Flint Hills Regional Route

Based on discussion at the last regional meeting and further discussions with ATA Bus representatives, an initial regional route for the Flint Hills Region could be established from Manhattan to Wamego along Highway 24 with potential stops at Caterpillar and Highland Community College. Jeff indicated that he had tried to discuss the potential series with both Caterpillar and Highland Community College representatives but was unable to connect with either.

The initial recommendation would provide two trips each weekday. Forecasted ridership for the two trips/weekday service, based on the Transit Cooperative Research Model, is estimated at 3,640 annual trips. Based on fares of $3.75, an approximate recovery of 25% could be realized. The current fare for a similar trip is $4.00 plus donations, so a fare of $3.75 seems reasonable. Josh said that additional funding support is possible with the legislative action that has taken place.

Potential service times were discussed: the shift at Caterpillar starts at 7:00 AM and goes until 3:30 PM while Highland Community College classes are from 9:00 to Noon and from 1:30 to 4:30 PM with an additional schedule from 6:30 to 9:30 PM. Jeff said that the same bus could serve Caterpillar, return to Manhattan and then service the Highland students for the 9:00 AM classes.

Coordinated Scheduling

Mark Swope discussed the potential for coordinated scheduling throughout the region. Three options exist for coordinated scheduling: centralized scheduling of regional long-distance trips; centralized scheduling of all trips; and centralized scheduling of trips with one call number. He explained each of the options in detail. The type of coordinated scheduling that is ultimately put in place will be molded to the needs and wishes of the providers and what would work best to satisfy the needs of the region. Mark indicated that there would be a need for one provider to house the scheduling/dispatching software. He said that it might be reasonable to assume that the Flint Hills ATA would be the location to take it forward in the Flint Hills region. He said details of how that would work would need to be worked out including whether the current space could accommodate another dispatcher and how many additional trips the ATA could accommodate.

Transit Cost Allocation Model

Mark then described the transit cost allocation model. Mark explained that the cost allocation model can be used to allocate costs if a county or agency wanted to provide service outside of their immediate service area. He described the cost allocation spreadsheet that captures all potential costs of a service. He suggested that the providers take a look at the spreadsheet provided and determine if there are any elements that are missing and provide comments back to the consultants. He explained the three steps used to developing the cost model as: 1) Assembling the data; 2) Assigning the expense line items; and 3) Calculating unit items. Unit costs and fully allocated costs would then be determined and used as a determinant for estimated costs of new services.

Mobility Manager

Jeff outlined the potential responsibilities of a mobility manager. The manager would work closely with and represent all 5311 transit providers. The goals of the manager would be to create partnerships among all transportation resources in the region, use the partnerships to develop and enhance travel options of residents and develop ways to communicate the options to the public. Two possible models exist for how the manager would be retained: 1) a specific transit agency in the region would hire the manager who would then recommend service to fill gaps by reaching out to other transportation, employment, medical and social service providers, and 2) an independent organization such as the Governing Board hires the manager to build relationships among the providers. The manager could be housed at Flint Hills ATA or somewhere else. Based on current practices in the region, it appeared that housing the manager at Flint Hills ATA might make the most sense. None of the providers present indicated any opposition to that proposal. However, the Flint Hills Regional Council offered to be considered to take on the position as well. Nothing would be mandated and the 5311 providers in the region would need to agree to how the position would be set-up. Funds for the position would initially come from the legislative action that has provided additional transit funding for recommendations coming out of the business model. Mobility Managers in each region might be organized differently with some differences in responsibilities. The positions would not be filled until after the beginning of next year. The manager's salary would likely be $40,000 to $60,000, not including benefits. The primary responsibility of the manager would be to ensure that all transportation resources are being coordinated.

Other

Mark presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Jeff asked if there were any other thoughts or strategies that should be addressed as the Transit Business Model progresses but there were no other issues provided at this time.

Next steps

Jeff explained that the next steps would be to advance, eliminate, and refine the concepts. He said that the consultants would continue to work with individual agencies to finalize the strategies in the weeks ahead,

including how the region's strategies would integrate with other regions' strategies. The consultants and state representatives would like to hear provider thoughts on the strategies covered at this meeting.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #3 FLINT HILLS

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Bill McGehee PH: 785-747-2251 ext 223	Co-Director of Admin Twin Valley	bmcgehee@twinvalley.net
Phillip Korenek PH: 785-776-9201 ext 135	CFO Big Lakes Developmental Ctr	pkorenek@biglakes.org
KRISTA HAHN PH: 7854567872 ext 109	Grant Manager COMMUNITY HEALTH MINISTRY	khahnrdh@gmail.com
Stacey Cowan PH: 785-296-5984	KDOT	staceyc@ksdot.org
Josh Powers PH: 785-296-4907	KDOT	joshuap@ksdot.org
Cory Davis PH:	KDOT	coryd@ksdot.org
Shelley Carver PH: 785 410 0749	Flint Hills Regional Council	shelley@flinthillsregion.org
Jamar Klein PH: 913-851-1170	Olsson Associates	JKlein@olsson.com
Ron Strickland Sr. PH: 785 258-2271	City Manager City of Herington	cmanager@cityofherington.com
Lynn Malleck PH: 913-588-1917	Program Manager KU AHEC	lmalleck@kumc.edu
Heather Ruthkamp PH: 785-562-2020	Director Marshall Co. AOA	hrmxco aoa@blue valley.net
Jane Foltz PH: 785 263 7266	City of Abilene Director APRD	aprd@abilenecityhall.com
George W. Appleton PH: 785 632-5427	Clay Center Task Force Transportation Chair	clayCountytaskforce@gmail.com
John Pagen PH: (785) 776-8829	Vice President, Economic Development Manhattan Area Chamber of Commerce	johnp@manhattan.org
Dustin Trego PH: 785-457-3455	Pottawatomie County	dtrego@pottcounty.org
Lori Dornbusch PH: 785-258-2954	City of Herington	Lori.Hilltop@yahoo.com
Lee Ann Smith Deeper PH: 785-776-3779	United Way	leeann@unitedwayrc.org
GARY STITH PH:	Deputy Director FHRC	gary@flinthillsregion.org
Jaye BACK-Smith PH:	Flint Hills ATA Bus	jsmith@rileycountyks.gov
Mark Taussig PH:	K-State Campus Planning	taus@ksu.edu
Christine L'Ecuyer PH:	City of Manhattan	LEcuyer@cityofMHK.com
KEVIN RILEY PH:	DISP. SUPV. ATA BUS	KRILEY@RILEYCOUNTYKS.GOV
ANNE SMITH PH: 537-6346	DIRECTOR ATA Bus	asmith@rileycountyks.gov

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Flint Hills Region Working Session #3

April 9, 2014

OLSSON URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Establishing Regular Communication
  - Implementing a Regional Route
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON URS SRF

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Strategy Categories
Governance
• Organizational Structure
• Regional Priorities
• Funding
• Fleet/Facilities Decisions
Communication
• Inter-agency Protocols
• KDOT Protocol
• Outreach
Business Model Revised
Service/ Operations
• Reservations
• Dispatching
• Service
– Consolidation/Expansion
– Coordination Action
– Car/Vanpool
• Maintenance
Administration /Mobility Manager
• Day-to-Day Management
• Reporting
• Grant Application Assistance
OLSSON
URS
SRF

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Top Priority Needs
• The Need to:
– Need to establish/continue regular communication among stakeholders in the region
– Establish a link between local service and inter-regional transit service
– Increase the awareness of transit service
– Need to address insufficient geographic coverage
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish Flint Hills Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish Flint Hills Region Transit Advisory Panel

- Consider:
  - What is the main purpose of the panel?
  - What tasks would the panel be responsible for?
  - Who would be represented in the panel?
  - What organization(s) would the panel be governed by?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Flint Hills Region Transit Advisory Panel Purpose

- The panel may:
  - Meet regularly to discuss common issues
  - Work with a regional Mobility Manager
  - Support communication among providers and stakeholders

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Flint Hills Region Transit Advisory Panel Representatives

- Panel representatives could include:
  - Transit providers and riders
  - Riders with disabilities
  - Public health organizations
  - City or County representatives
  - KDOT staff, other
  - Major regional employers
  - Medical facilities or centers
  - Community colleges or universities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Add Flint Hills Regional Route

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Making Ideas a Reality

- Develop a Schedule
- Prepare Fare Structure
- Communication Plan
  - Advertising Concept
  - Who to Call for Ride
- Determine if Need Agreements
  - Schedule
  - Fares
  - Responsibilities

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Schedules/Fares

- Range of Scheduling
  - Minimum of Five Per Week
  - Maximum of Ten Per Week
- Range of Fares
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Schedule for Intercity Trips

Origin Community	Destination Community	Regional Stops	Trips/Week
Manhattan	Wamego	Manhattan Town Center, Caterpillar, Highland Community College	5 or 10

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fare Structures

Passenger Origin	Transit Provider	Fares
Manhattan	Flint Hills ATA/ Pottawatomie County Transportation	$4.00 per trip to meeting point, then Donation

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Intercity Ridership

Regional Route	Annual Ridership*		Monthly Ridership *
Trips per week	*10 Trips*	*20 Trips*	*10-20 Trips*
Manhattan to Wamego	14 x 260 = 3,640	28 x 260 = 7,280	300 - 600

*Assumes each round trip accounts for 7 passengers

Ridership Model** Factors/Inputs:

- Distance
- Frequency
- Demographics of Communities
- Fare
- Airport
- Regional Bus Connectivity

**Transit Cooperative Research Model

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Per Trip Operating Costs

Route Alternative	Round Trip Highway Miles	Miles in Manhattan and Wamego	Total Round Trip Miles	Cost per Mile	Round Trip Operating Cost
Manhattan to Wamego	32	8	40	$2.25	$90

Annual Operating Costs

Regional Routes	10 Trips per Week*		20 Trips Week*	
	Total Cost	Cost/rider	Total Cost	Cost/rider
Manhattan - Wamego	$46,800-$58,760	$12.86 – $16.14	$93,600 - $117,520	$12.86 – $16.14

* Assumes 7 passengers per round trip for each frequency given

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

One-Way Intercity Fares (Estimates)

Trip	50% Recovery Rate*	25% Recovery Rate*	10% Recovery Rate*
Manhattan to Wamego	$7.25	$3.75	$2.00
Wamego to Manhattan	$7.25	$3.75	$2.00

* Assumes 7 passengers per round trip

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Scheduling/Dispatching

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

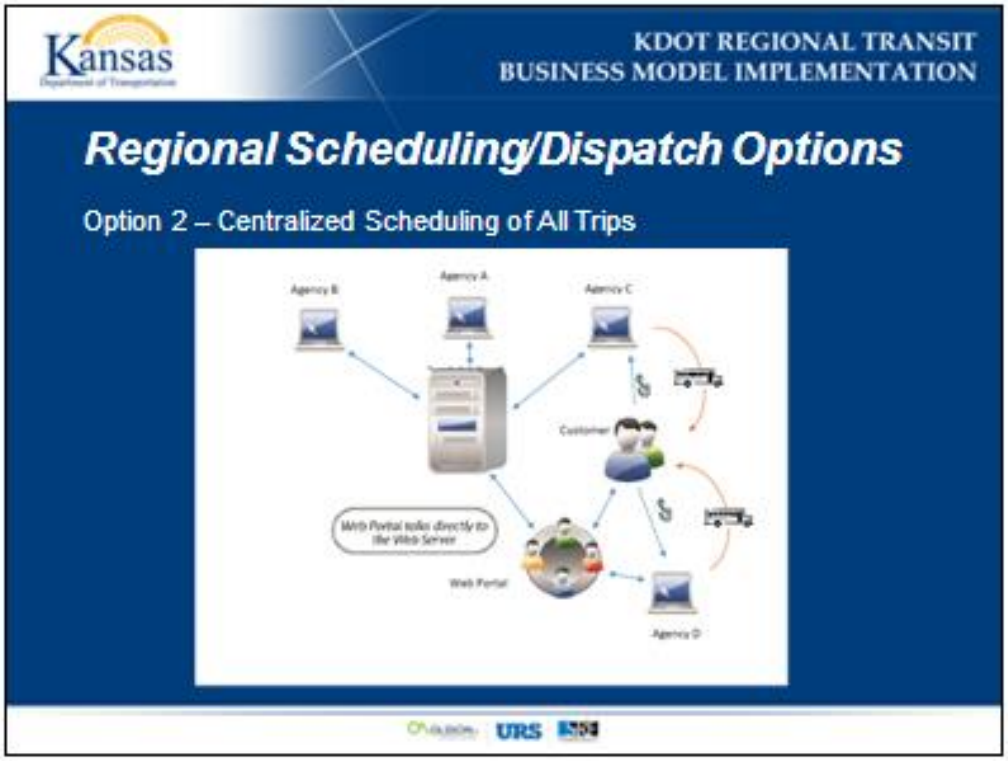
Option 2 – Centralized Scheduling of All Trips

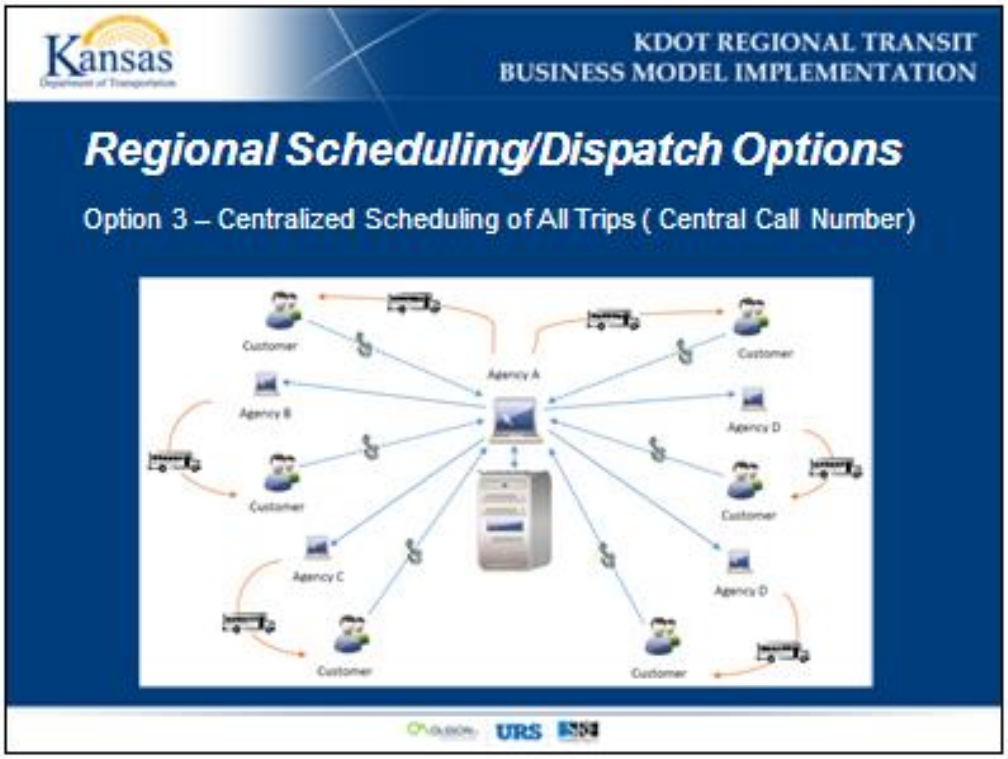
Option 3 – Centralized Scheduling of All Trips (Central Call Number)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 1 – Centralized Scheduling of Regional/Long Distance Trips


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 2 – Centralized Scheduling of All Trips
Agency A
Agency B
Agency C
Agency D
Customer
Web Portal talks directly to the Web Server
Web Portal
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 3 – Centralized Scheduling of All Trips (Central Call Number)
Agency A
Agency B
Agency C
Agency D
Customer
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

EXAMPLE: FHATA as Central Dispatcher

Question
Is it a REASONABLE assumption that Flint Hills ATA would be location for centralized dispatch?

FHATA Numbers

Current Staffing: How many more rides per month?
(Current Demand/Response Rides/Month = 4,700)

1 More Dispatcher: Can one more handle all the new requests?

Current Space: Can FHATA handle room for another dispatcher?

Current Building: How many more monthly trips?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$\text{Allocated Hours Cost} = \frac{\text{Total Expenses Variable by Hour}}{\text{Annual Projected (or actual) vehicle Hours}}$$

$$\text{Allocated Miles Cost} = \frac{\text{Total Expenses Variable by Mile}}{\text{Annual Projected (or actual) vehicle Miles}}$$

$$\text{Fixed Cost Factor} = \frac{\text{Total Fixed Expenses}}{(\text{Total Expenses Variable by Hour} + \text{Total Expenses Variable by Miles})}$$

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

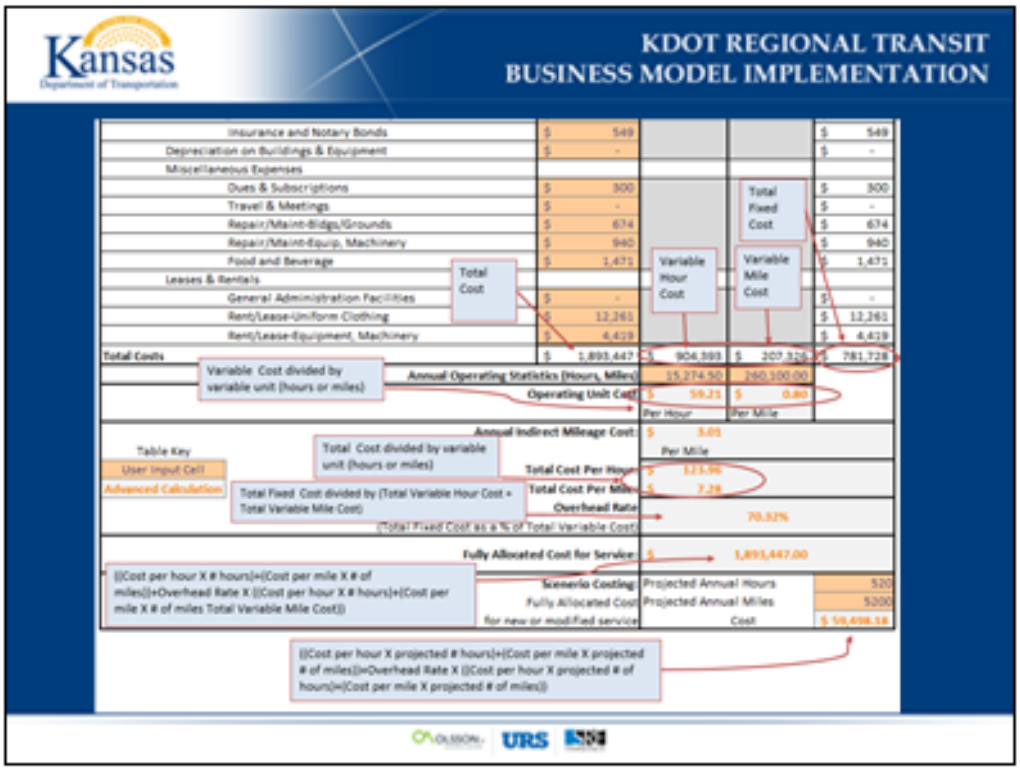
{(Total Annual projected or actual Hours X Allocated Hours Cost)

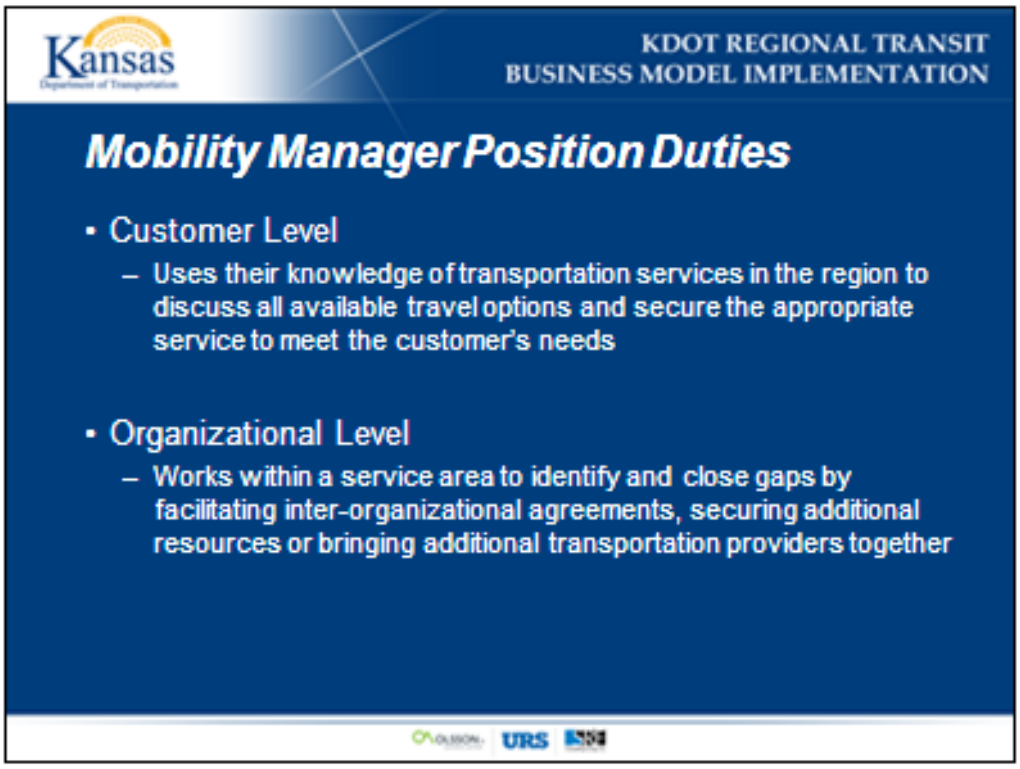
+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Insurance and Notary Bonds
Depreciation on Buildings & Equipment
Miscellaneous Expenses
Dues & Subscriptions
Travel & Meetings
Repair/Maint-Bldgs/Grounds
Repair/Maint-Equip, Machinery
Food and Beverage
Leases & Rentals
General Administration Facilities
Rent/Lease-Uniform Clothing
Rent/Lease-Equipment, Machinery
Total Costs
Total Cost
Variable Hour Cost
Total Fixed Cost
Variable Mile Cost
Variable Cost divided by variable unit (hours or miles)
Annual Operating Statistics (Hours, Miles)
Operating Unit Cost
Per Hour
Per Mile
Annual Indirect Mileage Cost
Table Key
User Input Cell
Advanced Calculation
Total Cost divided by variable unit (hours or miles)
Total Cost Per Hour
Total Cost Per Mile
Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)
Overhead Rate
(Total Fixed Cost as a % of Total Variable Cost)
Fully Allocated Cost for Service
((Cost per hour X # hours)+((Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))
Scenario Costing
Fully Allocated Cost for new or modified service
Projected Annual Hours
Projected Annual Miles
Cost
((Cost per hour X projected # hours)+((Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+((Cost per mile X projected # of miles))


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Mobility Manager Position Duties
• Customer Level
– Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
• Organizational Level
– Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-stop transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

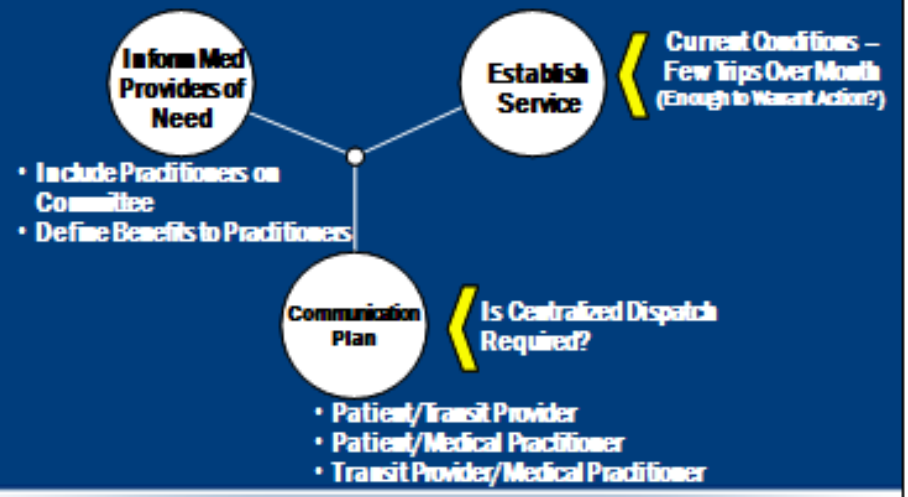
Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Regional Governing Board
- Transit Advisory Panel
- Intercity Route – Concordia to Salina
- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Northwest
Proud Partner of
Kansas Rides
South Central
Proud Partner of
Kansas Rides
Urban
Proud Partner of
Kansas Rides
Central
Proud Partner of
Kansas Rides
Flint Hills
Proud Partner of
Kansas Rides
Northeast
Proud Partner of
Kansas Rides
Southwest
Proud Partner of
Kansas Rides
Southeast
Proud Partner of
Kansas Rides
North Central
Proud Partner of
Kansas Rides
East Central
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Southwest
General Public Transportation
City Link
620-272-3626
URS

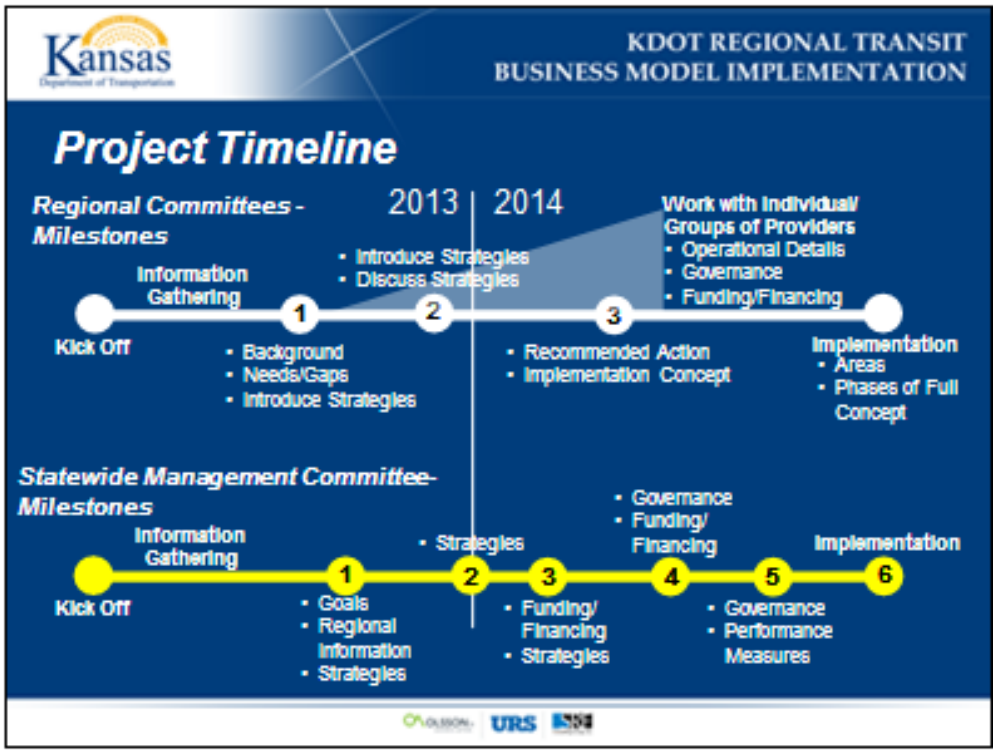
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Information Gathering
Kick Off
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Information Gathering
Kick Off
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
Implementation
6

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Contacts
Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984
Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170
Jeff Benson
URS Corporation
jeff.benson@urs.com
612-373-6444

To: KDOT Advisory Team

From: Olsson Associates/URS Corporation

Date: April 2, 2014

Subject: KDOT Regional Transit Business Model – Flint Hills Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Flint Hills Region for example, service within Dickinson County is limited to a 6-mile radius of the City of Abilene's city limits, so individuals from the county should be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and

facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

FLINT HILLS REGION HIGHWAY 24 INTERCITY CONCEPT

PROJECT BACKGROUND

Working with transit agencies and other stakeholders, the Kansas Department of Transportation (KDOT) continues to assess/implement alternatives that support the goal of changing how public transit is deployed throughout the state. The goal is to move away from a business model of predominantly standalone county and/or community-based public transit agencies to a more integrated concept where communities/counties that share similar destinations along similar paths team up on providing transportation service. Developing the details and implementing concepts is the goal of the on-going work.

In the Flint Hills Region of Kansas, the trip from Clay County to Topeka presents an opportunity for cooperation among Flint Hills ATA, Clay County and Potawatomi County. The primary goal of the effort is to provide residents of Kansas with more options for transportation while improving transit efficiency by minimizing redundancies in service.

FLINT HILLS REGION HIGHWAY 24 INTERCITY CONCEPT

A potential multi-community coordination concept worthy of further consideration in the Flint Hills Region of the state is providing a Highway 24 intercity service route from as far west as Clay Center to Topeka on the east. Initially, the service could begin with a Manhattan connection to both Caterpillar and the Highland Community College in Wamego and back to Manhattan on a trial basis. Presently, Flint Hills ATA service that is provided across county lines is generally for mostly medical trips. This intercity, inter-county service would serve all trip purposes.

The routing concept proposed for the entire Highway 24 stretch from Clay Center to Topeka with the initial service between Manhattan and Wamego (in green) is displayed in Figure 1. The initial Manhattan to Wamego service concept includes:

- Two round trips per day with Manhattan residents pick-up at 6:30 AM and 7:30 AM, with AM return trips from Wamego to Manhattan and afternoon trips originating at 2:50 PM and 3:45 PM in Manhattan with Wamego stops at 3:10 PM and 4:15 PM.
- Stops in Manhattan at key destinations such as Manhattan Town Center, travel along Highway 24 with two initial stops proposed in Wamego: one at Caterpillar and the other at the Highland Community College.

SCHEDULE

Figure 1

The initial concept for coordinated intercity service includes two round trips per day from Manhattan to Wamego. Table 1 presents a breakdown of the schedule for a trip from Manhattan to Wamego.

Table 1: Proposed Intercity Schedule – Concordia to Salina

Portion of Trip	Estimated Time
MORNING	
1st Bus	
Originations in Manhattan	6:20 AM
Arrive at Caterpillar	6:50 AM
Arrive Manhattan	7:20 AM
2nd Bus	
Originations in Manhattan	7:30 AM
Arrive at Highland Community College	8:00 AM
Arrive Manhattan	8:30 AM
AFTERNOON	
1st Bus	
Leave Manhattan	2:50 PM
Leave Caterpillar	3:10 PM
Destinations in Manhattan	3:40 PM
2nd Bus	
Leave Manhattan	3:45 PM
Leave Highland Community College	4:15 PM
Destinations in Manhattan	4:45 PM

Travel times assume an average highway speed of 50 MPH. Manhattan originations/destinations include 2-3 high activity locations where park-and-ride provisions could occur, such as at the Manhattan Town Center.

RIDERSHIP

Assessing the feasibility of intercity service from Manhattan to Wamego requires establishing an estimate of travel demand. The presence of relatively few intercity transit options currently within the region makes estimating potential demand difficult for any future routes. Current trips between Manhattan and Wamego require transfers, thus discouraging trip requests. The Transit Cooperative Research Program (TCRP) of the Transportation Research Board provides a model for estimating demand for rural intercity bus services. For the initial purposes of the development of this

preliminary concept, the model estimates that approximately 14 passengers per day would be realized. In fact, a minimum of 7 passengers per trip each way would likely be required to justify

service but would only cover 25% of the operating costs of 2 round trips. Specific meetings with Caterpillar, Highland Community College, and Wamego Health Center representatives could be extremely useful in developing ridership estimates to Wamego and fine-tuning schedules. Attempts to connect with the appropriate representatives have not yet been successful and connections have yet to be realized.

Vehicle Size

To satisfy the demand for rides from Manhattan to Wamego, acquisition of an additional large vehicle is likely needed. A twelve to fifteen-passenger van would be a suitable size and would not require Flint Hills ATA drivers to obtain a commercial driver's license (CDL).

COSTS

Since Flint Hills ATA will provide the service, operating costs of the longer trip would reflect trip costs representative to the Flint Hills ATA demand /response service. Table 2 documents current Flint Hills ATA average operating costs of $2.25 per mile. The distance between Manhattan and Wamego is 16 miles or 32 miles round trip. Travel within Manhattan and Wamego must also be considered. For the purposes of producing a rough estimate of costs, this proposal assumes that travel within Manhattan and Wamego will be 16 miles. Thus, each round trip will have a total of 40 miles, and the cost of providing the trip is approximately $90 under current conditions.

Table 2: Trip Operating Cost Estimate

Route Alternative	Round Trip Highway Miles	Miles in Manhattan and Wamego	Total Round Trip Miles	Cost per Mile	Round Trip Operating Cost
Manhattan to Wamego Caterpillar	32	8	40	$2.25	$90

While anticipated levels of ridership are uncertain at this time, Flint Hills ATA should probably plan to purchase an additional 12 to 15-passenger vehicle. A larger vehicle brings with it higher operating costs due to reduced fuel economy and higher cost replacement parts (e.g., tires). The precise increase in operating cost due to the purchase of a new vehicle is difficult to determine due to the number of variables involved, including the price of the vehicle, fuel mileage, price of fuel, level of maintenance, etc. Table 3 shows the resulting operating costs from different magnitudes of vehicle operating cost increases. Estimated operating cost increments assume that vehicle operating costs currently make up 50 percent of total operating costs.

Table 3: Potential Trip Operating Costs Based on Percent Increase Associated with Larger Vehicle

Vehicle Operating Costs Percent Increase	Percent Increase in Trip Costs	Estimated Cost of Providing Trip
Current vehicle	0%	$90
10%	5%	$95
20%	10%	$99
30%	15%	$104
40%	20%	$108
50%	25%	$113

FARES/REVENUE

Current fares for the Manhattan to Wamego intercity trip are $4 each way or $8 round trip, based on Flint Hills ATA fares only. In addition, Pottawatomie County Transportation requests a donation for its portion of the trip. Fares for intercity service from Manhattan to Wamego will need to cover the incremental operating costs that cannot be recovered from state and/or federal grants. From the information in Table 3, the incremental cost for Flint Hills ATA to provide intercity service between Manhattan and Wamego may range from approximately $90 per trip to $113 per trip. Assuming a fare of $6 per one-way trip between Manhattan and Wamego, a minimum of 7 to 10 new customers PER TRIP each way would be needed to cover 50% of the incremental cost.

Table 4: Financial Summary

Annual Operating Expenses	Annual Revenue (50% share)	FTA Section 5311 Aid
$93,600 - $117,520	$46,800 - $58,760	$46,800

KEY CHANGES FOR CUSTOMERS

The project will increase travel opportunities for Caterpillar employees and Highland Community College students and increase the potential for farebox revenue for Flint Hills ATA. The additional service should not impact existing services or existing customer service opportunities. For current coordinated rides between Manhattan and Wamego, Flint Hills ATA charges a $4 fare and Potawatomie County requests a donation. A $6 one-way fare would be comparable to today/s charges.

To: KDOT Advisory Team

From: Olsson Associates

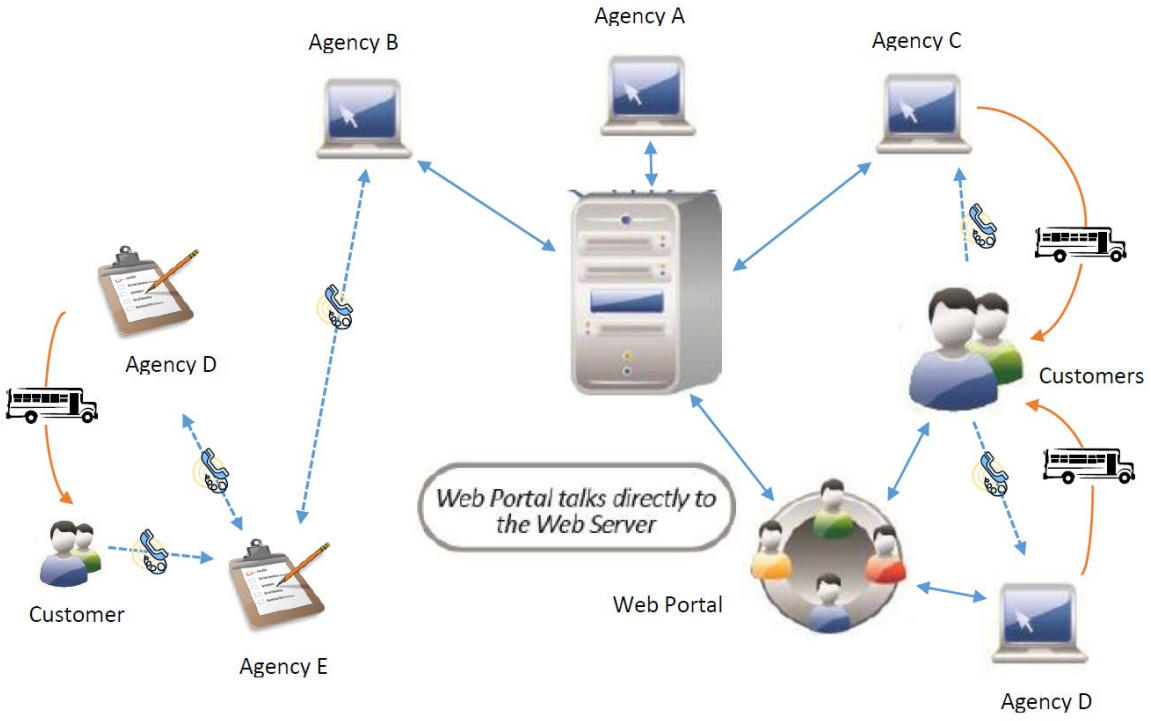
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

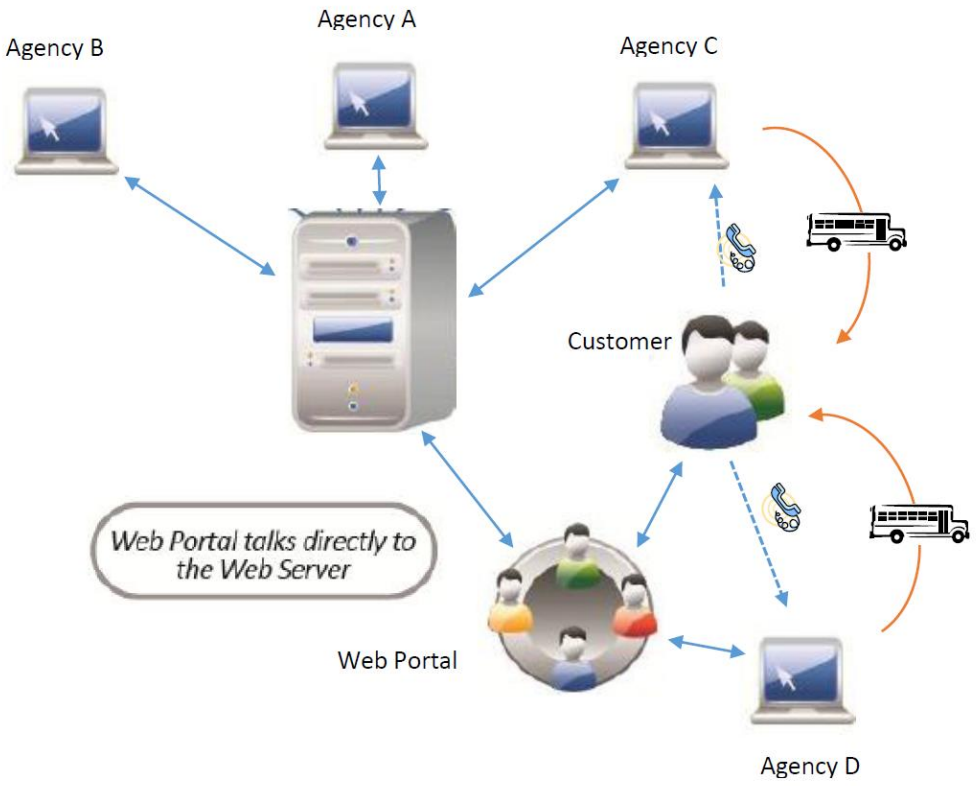
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

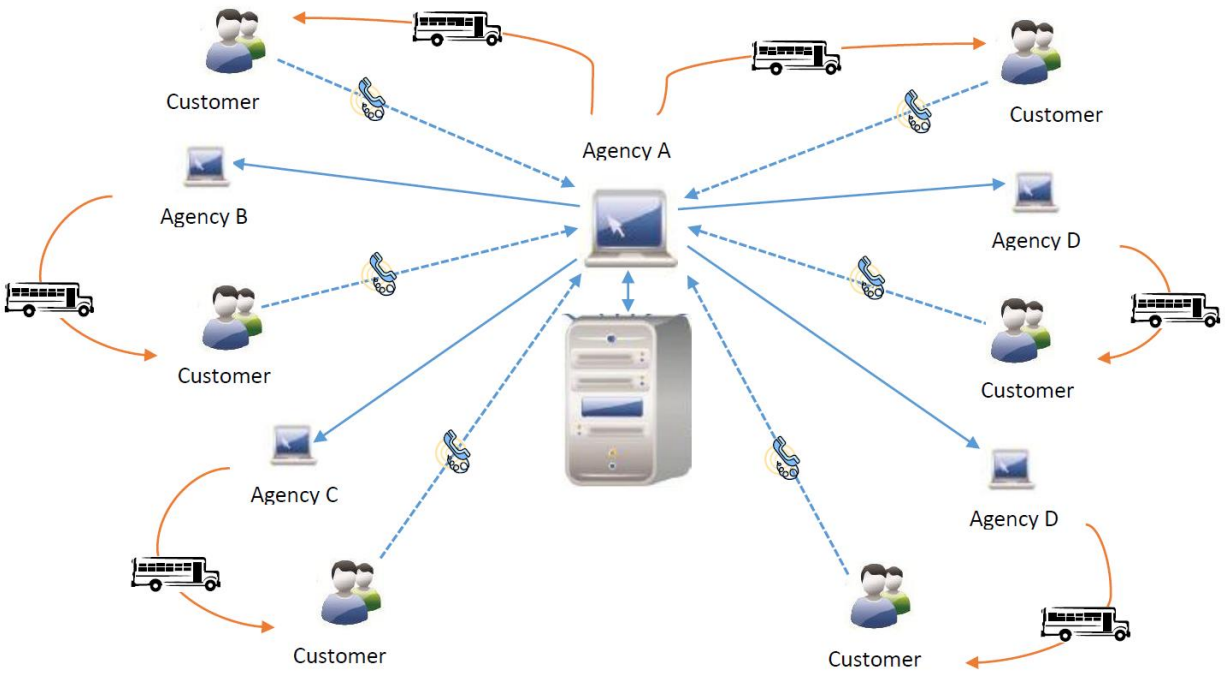
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding providing service outside of their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area, will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the simple relatively low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing delivering service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building that the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect cost, and how to allocate it to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to make sure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case, a Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
	Annual Operating Statistics (Hours, Miles)	15,274.50	260,100.00	
	Operating Unit Cost	$ 59.21	$ 0.80	
		Per Hour	Per Mile	
	Annual Indirect Mileage Cost:	$ 3.01		
		Per Mile		
	Total Cost Per Hour:	$ 123.96		
	Total Cost Per Mile:	$ 7.28		
	Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)	70.32%		
	Fully Allocated Cost for Service:	$ 1,893,447.00		
	Scenerio Costing: Fully Allocated Cost for new or modified service	Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Variable Hour Cost

Variable Mile Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

Flint Hills Regional Committee Meeting
Meeting Notes from Manhattan

Manhattan Meeting September 16th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from Marshall County Agency on Aging, Flint Hills ATA, Pottawatomie County, and NEK-CAP Inc. were present. Representatives from Highland Community College, Manhattan Area Chamber of Commerce, Big Lakes Development Center, Konza United Way, Flint Hills MPO, Flint Hills Regional Transit Administration, Kansas State University Planning, Manhattan City Commission, City of Wamego and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, Scott Lein and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore and Tamara Klein.

Introduction

Mark Swope began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of

Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope informed stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. He reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
This region is the farthest along in implementing an intra-regional route. After Mark Swope presented what the study team was proposing for a route, Anne Smith, from Flint Hills ATA, updated the group on her efforts towards implementing a similar route.

There is significant demand for a connection between Manhattan and Wamego. Attractions for these two destinations are primarily Kansas State University in Manhattan and Highlands Community College in Wamego. Because of this movement, Highlands Community College was asked if they would be interested in funding a portion of the route. Diane Hinrichs, from the community college, was in support of the route and had already presented students with a survey asking them how they felt about an increase in student fees to help support a reliable bus connection between Manhattan and Wamego. A clear majority of the students travelling to Wamego from Manhattan answered positively about the increase in student fee.

The college is currently collecting the student fee and expects to gather $14,000 to $15,000 for the 2014-15 school year. This service would also be available to the public for $8 per roundtrip. Johnson

County Transit has agreed to sell three older buses to the ATA for them to get the route running. This is a stopgap for now, so the route will need new buses within another year or two. The route's operating characteristics has the bus making about four roundtrips per day travelling to the community college in Wamego and a few destinations in Manhattan including the university and retail locations such as a Dillon's grocery store and the Manhattan Town Center .

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Manhattan, at the ATA facility. The position may be under the payroll of the ATA, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- Stakeholders brought up the idea of having the Flint Hills Regional Council's 5307 grant manager also assume the duties of the Mobility Manager for the 5311 providers. Having one person responsible for both duties would certainly make this a full-time position and there are some advantages for having them work with the regional council.

- Overall, the group was excited to accelerate the hiring of a Mobility Manager. There were some concerns about the estimated cost of the position, but Mark Swope insisted it was only an estimate and could actually be lower depending on what the region wanted the position to be responsible for. Josh Powers felt the region's interest in speeding up the process was a great sign and was faster than many other regions wanted to move. However, the process of acquiring such a position should still be judicious.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and

dispatching is proposed for Manhattan. The ATA has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- Since this region is ahead of other regions in this aspect, the main question to the group was how they wanted to expand from what they were already doing.

- In response to the question, Anne Smith insisted both local and regional trips should be seamlessly tied together. She believes there is demand for technological resources to make the trip experience easier. Things like phone applications or online reservations would be helpful. The simplest question she feels most people have is, "Where do I need to be to catch the bus?"

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Stephanie Watts brought up the idea of having the Flint Hills MPO, the Regional Transit Administration and the Mobility Manager all under the Flint Hills Regional Council.

- Josh Powers voiced some concern over having the mobility manager take over the 5307 grant manager duties in the long term. While it is not KDOT's place to prescribe these things, he felt some trepidation about such a proposal.
- Karen McCulloh, from the Manhattan City Commission, was concerned about all the meetings commissioners would have to attend in the current governance structure. Considering the already existing councils in the Flint Hills area, she felt there could be some overlap with this new governance structure and potential for making use of already existing councils.
- Gary Stith, from the Flint Hills Regional Transit Administration, felt that the RTA could house the Mobility Manager. The position's duties could be a transit administrator for the first year and take on the remaining Mobility Manager duties on in the second year. In addition, the CTD and the board could be combined into one group instead of two separate organizations.
- Following these ideas for the organization of the governance structure, Mark Swope noted this discussion can continue past this meeting with KDOT and the Olsson Associates.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- Anne Smith asked about marketing for the regional strategies and what the regions are responsible for in funding this. She also informed the group that the ATA currently uses a company in Manhattan for their marketing/advertising needs.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Flint Hills Regional Committee Meeting #4 **DATE –** 9/16/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Diane Hinrichs PH: 785-456-6006	Highland Community College Wamego Center, Director	dhinrichs@highlandcc.edu
John Pugen PH: 785-776-8829	Manhattan Area Chamber of Commerce	~~johnp~~ johnp@manhattan.org
Phillip Korerek PH: 785-776-9201	CFO Big Lakes Dev Center	pkorerek@biglakes.org
Heather Runkamp PH: 785-562-2020	Director MS Co. Agency on Aging	hrmscoaoa@bluevalley.net
Anne Smith PH: 785-537-6346	DIRECTOR FLINT HILLS ATA	asmith@rileycountyks.gov
Crystal Malchose PH: 785 457 3455	Pottawatomie County (HR Coordinator)	cmalchose@pottcounty.org
Cheryl Boothe PH:	Konza United Way Donor Relations Coordinator	cheryl@konzaunitedway.org
Jeanette Collier PH 785-742-2222 ext 140	NEK-CAP, Inc (Northeast KS Community Action Program Executive Director	jcollier@nekcap.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Stephanie Watts PH:	MPO	
GARY STITH PH: 301-529-2436	FHRTA	gary@flinthillsregion.org
Mark Tarvasig PH:	K-State Planning	taus@ksu.edu
Kinsey McCullough PH:	Manhattan City Com.	kinscc@ksu.edu
MERL PAGE PH:	CITY OF WAMEGO	citymanager@wamego.org
Lee Ann Smith Desper PH:	Konza United Way	leeann@konzaunitedway.org
Mark Swope / Tamara Klein / Jon Moore PH:	OA	
Josh Powers / Cory Davis PH	KDOT	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Flint Hills Regional Committee Meeting #4

September 16, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

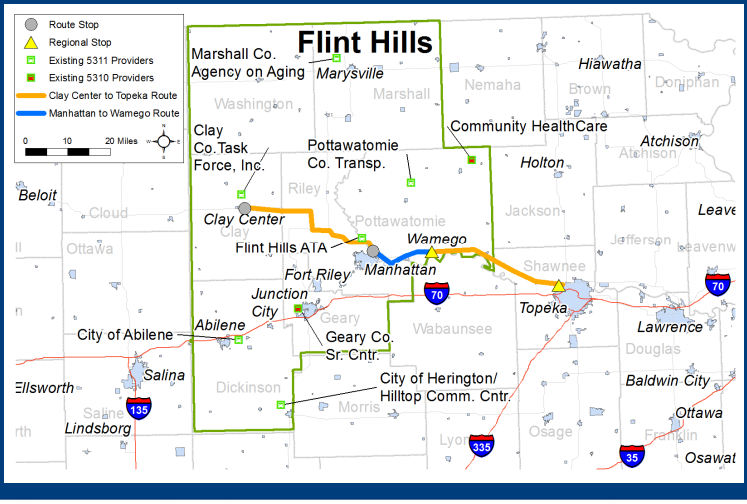
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (10% Cost Recovery Rate)

Flint Hills Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$58,000	$25,000	$58,000	$25,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Clay	8,547	YES	NO	$0	$0
Dickinson	19,766	YES	NO	$0	$0
Geary	34,110	YES	NO	$0	$0
Marshall	10,083	YES	NO	$0	$0
Pottawatomie	21,620	YES	YES	$6,395	$8,459
Riley	71,927	YES	YES	$18,391	$24,327
Washington	5,806	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (25% Cost Recovery Rate)

Flint Hills Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$48,000	$21,000	$48,000	$21,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Clay	8,547	YES	NO	$0	$0
Dickinson	19,766	YES	NO	$0	$0
Geary	34,110	YES	NO	$0	$0
Marshall	10,083	YES	NO	$0	$0
Pottawatomie	21,620	YES	YES	$5,329	$7,393
Riley	71,927	YES	YES	$15,326	$21,262
Washington	5,806	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (50% Cost Recovery Rate)

Flint Hills Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$160,000	$0	$32,000	$8,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$32,000	$14,000	$32,000	$14,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Clay	8,547	YES	NO	$0	$0
Dickinson	19,766	YES	NO	$0	$0
Geary	34,110	YES	NO	$0	$0
Marshall	10,083	YES	NO	$0	$0
Pottawatomie	21,620	YES	YES	$3,553	$5,617
Riley	71,927	YES	YES	$10,217	$16,153
Washington	5,806	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Manhattan to Wamego
    - Mid-term (2016 – 2017)
  - Clay Center to Topeka
    - Long term (After FY 2017)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Refined Regional Service –

- Flint Hills ATA
  - Proposed Schedule

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Departure Time	Departure Location	Arrival Time	Arrival Location
6am	**HCC—Wamego**	Various	Various
7:45 am	Dillions West	7:55 am	K-State Union
8:00 am	K-State Union	8:25 am	MHK Mall
8:30 am	MHK Mall	8:55 am	**HCC--Wamego**
9:00 am	**HCC—Wamego**	Various	Various
11:45 am	Dillions West	11:55 am	K-State Union
12:00 pm	K-State Union	12:25 pm	MHK Mall
12:35 pm	MHK Mall	12:45 pm	**HCC--Wamego**
1:00 pm	**HCC—Wamego**	Various	Various
4:15 pm	HCC – Wamego	4:45 pm	MHK Mall
4:45 pm	MHK Mall	5:00 pm	K-State Union
5:00 pm	K-State Union	5:15 pm	Dillions West
5:20 pm	Dillions West	5:30 pm	K-State Union
5:35 pm	K-State Union	5:45 pm	MHK Mall
5:50 pm	MHK Mall	6:20 pm	**HCC—Wamego**
6:30 pm	**HCC—Wamego**	Various	Various
9:30 pm	HCC—Wamego	10:00 pm	MHK Mall
10:05 pm	MHK Mall	10:15 pm	K-State Union
10:20 pm	K-State Union	10:30 pm	**Dillions West**

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Refined Regional Service –

- Flint Hills ATA
  - Student Fee Collection

Year of Service	Total Fee Collection
2014 – 15	$13,000
2015 – 16	$10,000
2016 – 17	$10,500
2017 – 18	$11,025
2018 – 19	$11,576

  - Service would begin in January 2015

OLSSON ASSOCIATES URS SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

❖ Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
❖ Can Two Regions (or more) Share?

Mobility Management

- Cost Allocation

Flint Hills Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Clay	8,547	YES	NO	$0	$1,890
Dickinson	19,766	YES	NO	$0	$3,714
Geary	34,110	YES	NO	$0	$6,046
Marshall	10,083	YES	NO	$0	$2,139
Pottawatomie	21,620	YES	YES	$0	$4,015
Riley	71,927	YES	YES	$0	$12,195
Washington	5,806	NO	NO	$0	$0

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

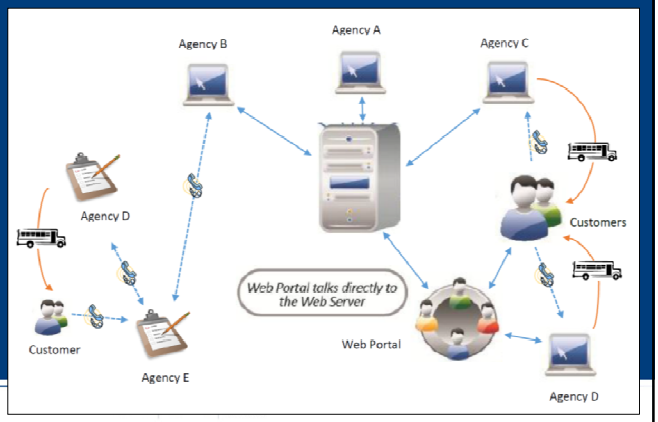
- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

Flint Hills Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Clay	8,547	YES	NO	$206	$206
Dickinson	19,766	YES	NO	$476	$476
Geary	34,110	YES	NO	$822	$822
Marshall	10,083	YES	NO	$243	$243
Pottawatomie	21,620	YES	YES	$521	$521
Riley	71,927	YES	YES	$1,733	$1,733
Washington	5,806	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

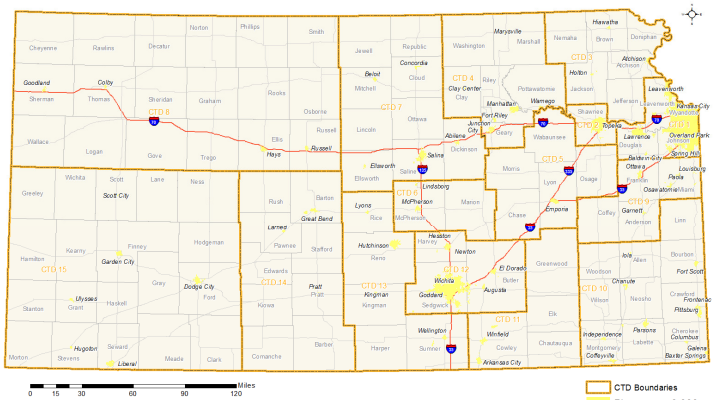
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

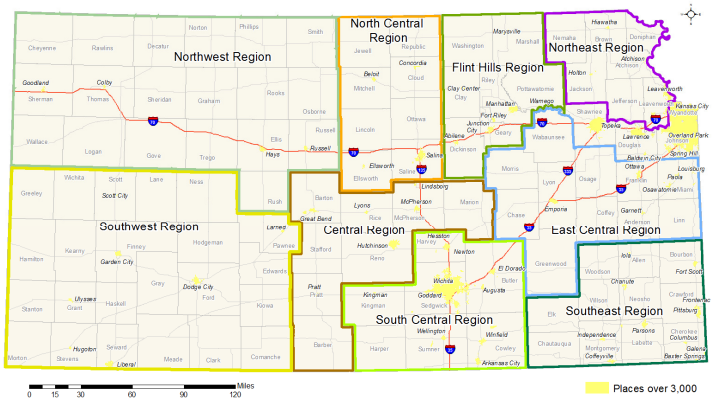
What Happens to the CTDs?



Kansas Statewide CTDs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

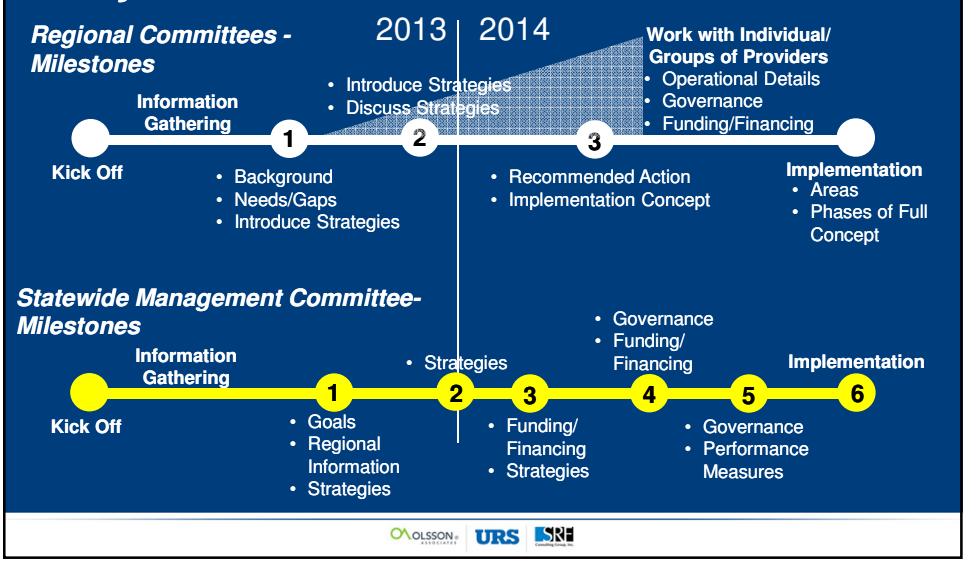
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Flint Hills Regional Committee Meeting #4

September 16, 2014

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – Flint Hills Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)
- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

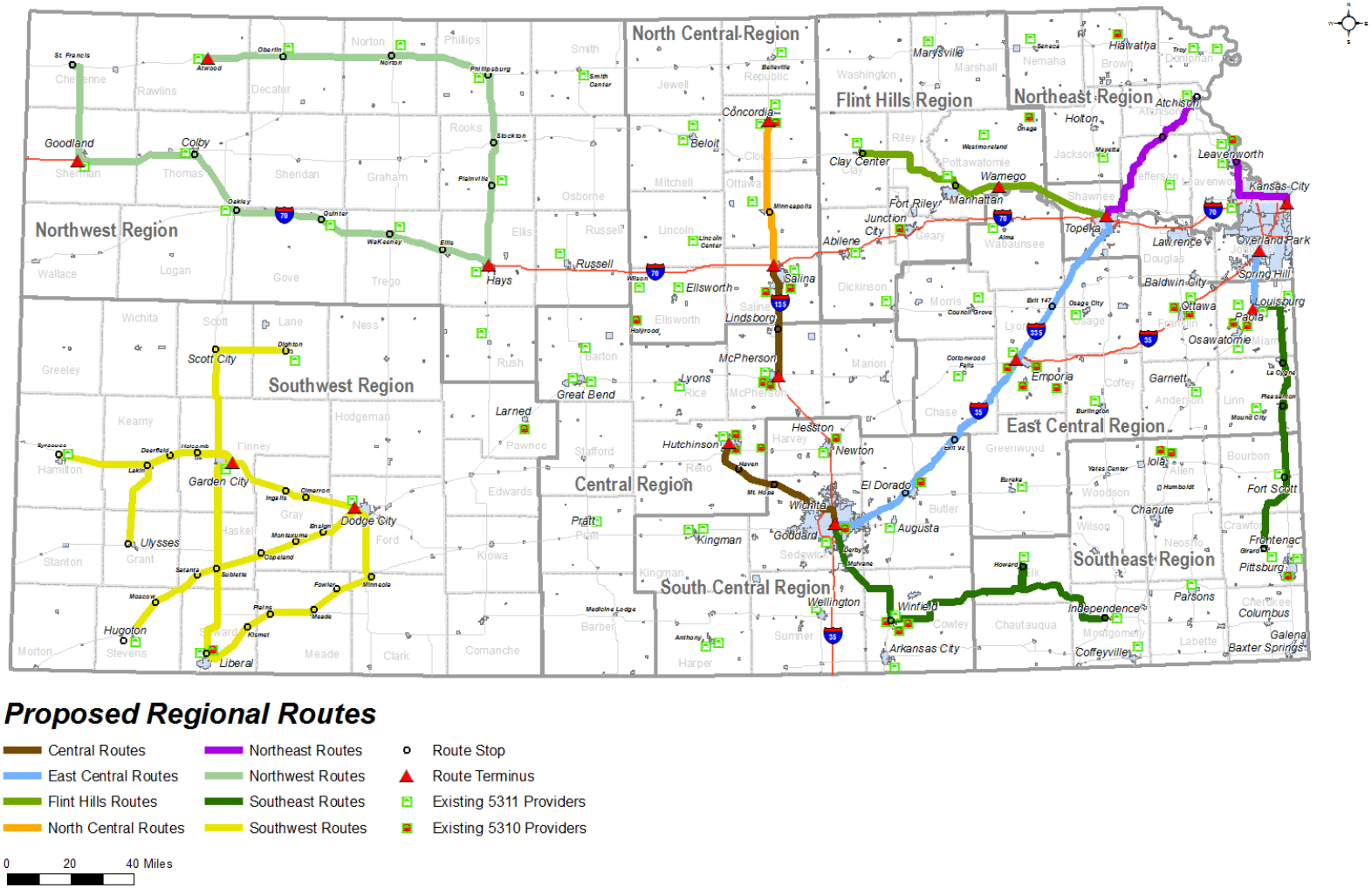
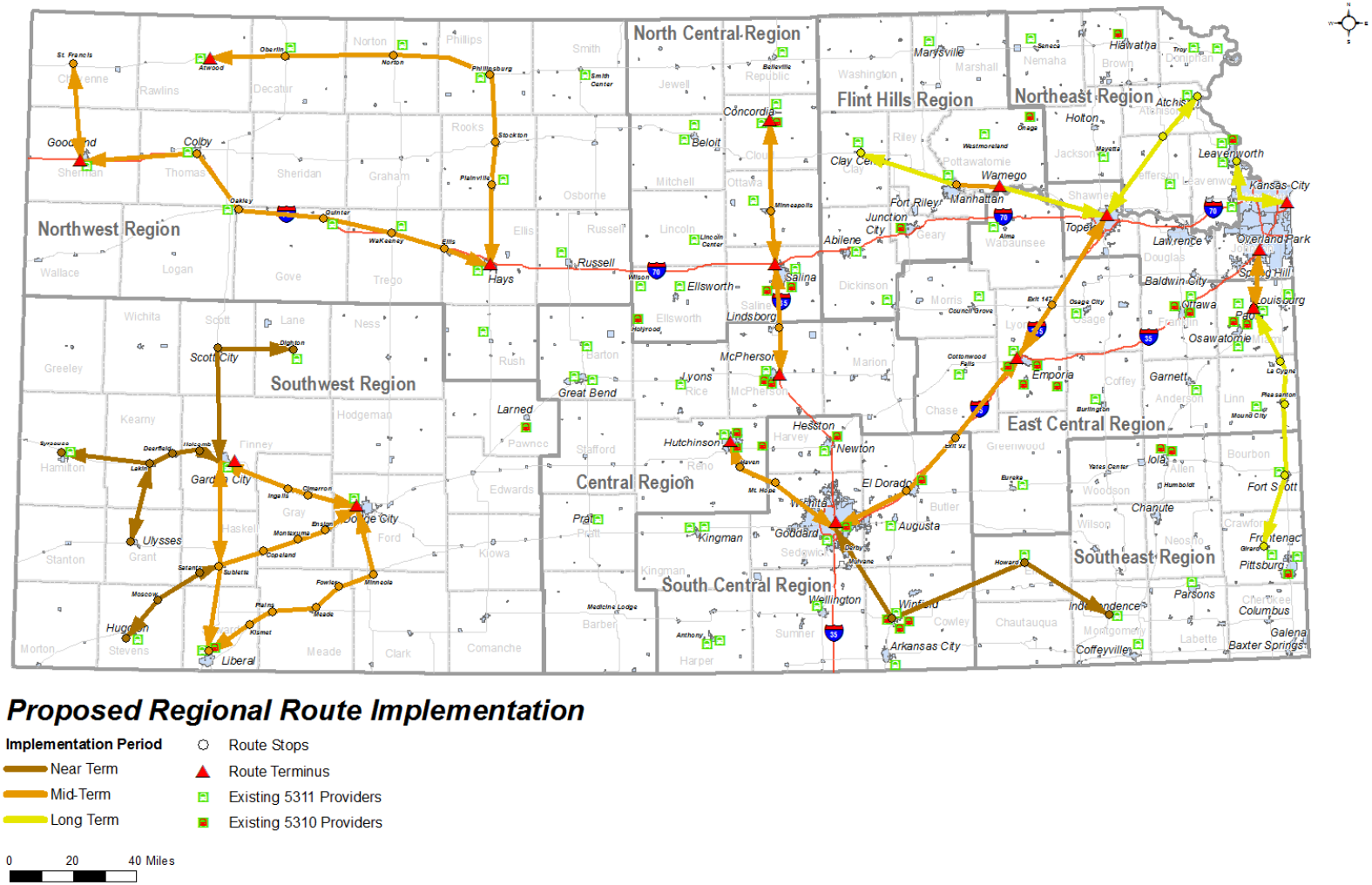


Figure 2 Proposed Regional Route Implementation



Flint Hills Region

The larger vision for the Flint Hills regional route would connect Clay Center to Topeka, including Manhattan and Wamego, via Highway 24. However, the initial implementation suggested is establishment of a route between Manhattan and Highland Community College and Caterpillar, Inc. in Wamego, starting with two trips per day originating in Manhattan. Unlike most of the routes in other regions, this initial service would be intended to serve commuters. This route would operate two round trips per day from Manhattan in the morning and return trips from Wamego in the late afternoon.

The Flint Hills Area Transportation Agency (ATA), based in Manhattan, currently operates service for residents in Manhattan, Riley County, Green Valley and St. George in Pottawatomie County, Fort Riley and Junction City. The ATA has the most developed system within the region and would be best equipped to operate and manage such a route.

Figure 3 Flint Hills Regional Route Alignment

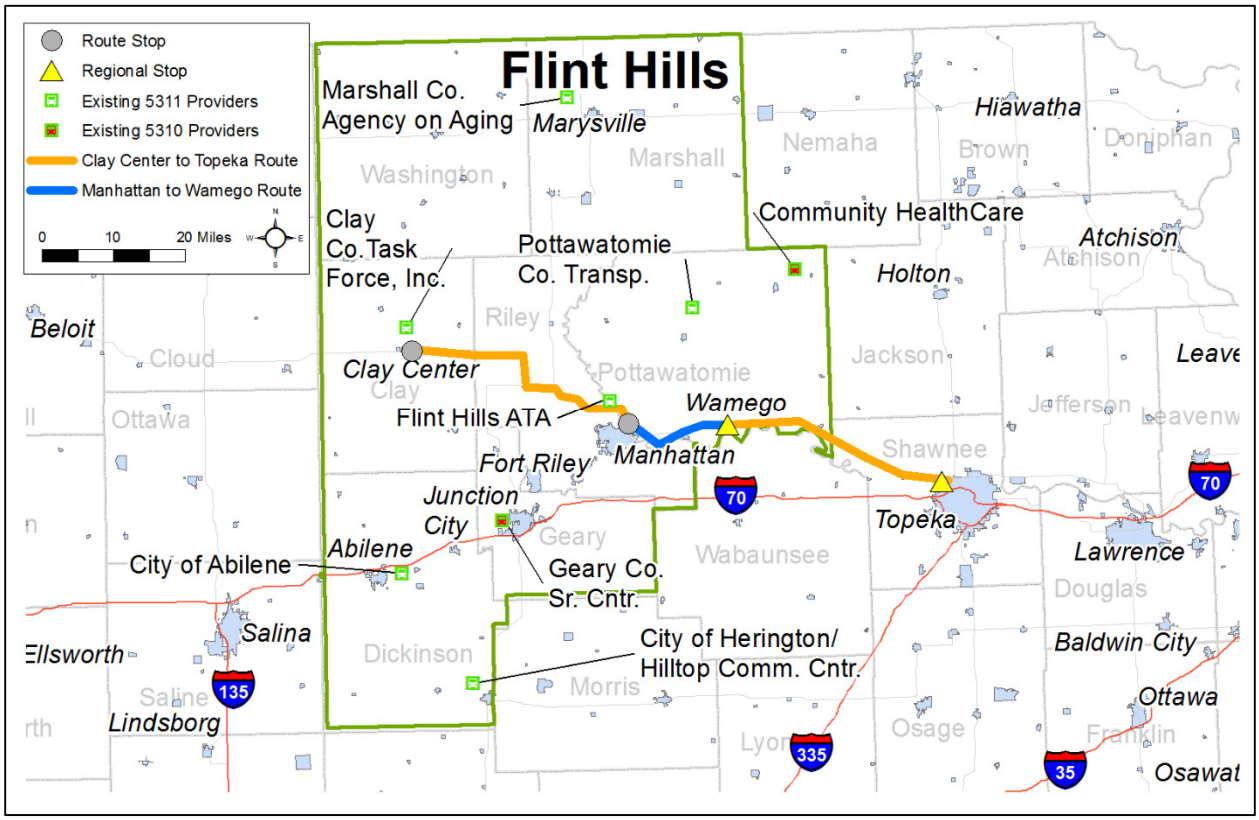


Table 1 Flint Hills Regional Route Quantitative Evaluation

	Manhattan - Wamego Two Roundtrips per Day
Estimated Annual Ridership	7,650 – 9,180
Annual Operating Cost	$91,800
Annual Operating Cost per Rider	$12 to $10
Capital Cost	One Vehicle
Average Fare (50% Cost Recovery)	$5.00 - $6.00
Average Fare (25% Cost Recovery)	$2.50 - $3.00
Average Fare (10% Cost Recovery)	$1.25 - $1.00
Travel Time	30 min
Mileage	20
Intercity Stops Population	4,485
Activity Center (Population)	56,069

Major Trip Generators

Resources in Wamego include employment at the Caterpillar facility and education at Highland Community College. Healthcare and dialysis locations are located in Manhattan, so return trips from Wamego could potentially be used for residents riding for medical purposes.

As for resources available to the ATA, they have at least one 20-passenger van available for use in a regional route, but funding may likely be necessary for an additional vehicle of similar size to maintain spare capacity. In this initial phase, two morning trips from Manhattan and two afternoon trips from Wamego are planned. Purchasing an additional vehicle will incur varying maintenance and capital costs depending on demand for the trip.

Current Coordination Level

Coordination in this region is currently in its initial phase, where providers are meeting with other providers in their communities, providers in other counties, or are at least open and optimistic about the benefits of coordination. However, no organizational agreements or physical components are in place for coordination.

Level of Coordination Needed

Coordination needed in the initial route would be with the ATA, Highland Community College and Caterpillar. The long term route from Clay Center to Topeka would need to involve the providers in those jurisdictions. In addition, neighboring counties wanting to transport their riders via the regional route would also need to be included in discussions.

Stakeholder Response

Responses from stakeholders concerning the implementation of the route has been limited. Efforts to communicate with both Caterpillar and Highland Community College have been unsuccessful. Their interest in coordinating with such a route will be critical before the connection is implemented.

Proposed Implementation Period

After evaluating both the quantitative and qualitative information for the Manhattan to Wamego Route, the concept was seen as potential mid-term strategy for the Flint Hills Region. While the ATA currently operates across county boundaries, it will be important to gauge the demand for both the Manhattan Route and the longer term extension between Clay Center and Topeka.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

Flint Hills Region

The mobility manager for the Flint Hills Region would be based out of the Flint Hills Regional Council, which is a voluntary association of local Kansas governments from Chase, Geary, Lyon, Morris, Riley, Pottawatomie and Wabaunsee counties, and/or their respective municipalities and unincorporated areas. The Flint Hills Regional Council boundaries overlap with portions of both the Flint Hills Region (Riley, Pottawatomie, and Geary counties), and the East Central Region (Chase, Lyon, Morris, and Wabaunsee counties). The Flint Hills Regional Council has indicated a willingness and ability to house the mobility manager on a contractual basis. This position would be responsible for mobility manager within the Flint Hills (transit) Region, although would be expected to coordinate with mobility management in other regions. This arrangement is suitable to several other transit providers in the region. The Flint Hills mobility manager would be a full-time position charged to coordinate longer-distance or regional transit trips among regional transit providers, or external providers. In addition, the Flint Hills mobility manager would work with major medical providers, employers, and social service agencies with the region to better match transit service to trip patterns and regional demand. The regional mobility manager would be a resource for those jurisdictions that are currently without transit, but may desire transit either by working with KDOT to develop an in-house transit provider, or purchasing transit services from an already existing nearby provider. At the direction of a regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would

provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- "Option 1" - Focusing centralize scheduling efforts to regional or long-distance trips
- "Option 2" - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other's trips, making coordination and trip chaining easier.
- "Option 3" - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency's discretion, contracting dispatching and scheduling services to other agencies.

Flint Hills Region

In the Flint Hills region, the Flint Hills Area Transportation Agency has indicated a willingness and ability to serve as a point agency to administer the coordinated scheduling software.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX E – NORTH CENTRAL CTD MATERIAL

NORTH CENTRAL REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM SALINA

Salina Meeting August 28, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Lincoln County, Ottawa County, Solomon Valley Transportation, North Central Flint Hills Area Agency on Aging, Ellsworth County Council on Aging, Concordia Senior Citizens Center, OCCK Inc., the City of Wilson, and Republic County Transportation. Of those attending, only Solomon Valley Transportation, Concordia Senior Citizens Center, OCCK Inc. Lincoln and Republic Counties receive 5311 funding.

Josh Powers, Cory Davis and Connie Spencer represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting, with support from Jeff Benson and Julia Suprock of URS.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Solomon Valley Transportation: Operates within Mitchell County and to a limited degree in Osborne, Jewell and southern/western Cloud Counties. The service operates Monday through Friday from 7:30 AM to 5:00 PM. The service is managed by Stephanie Simmons and carries about 380 rides per month. Solomon Valley Transit works with and is doing dispatching for Osborne County in the Fort Hays Region.

OCCK, Inc.: Operates both demand/response and fixed route services. Fixed route services are confined to the Salina city limits. Demand/response services operate within the 14-county area of the Sunflower Network and will go as far as Wichita, Topeka and Kansas City for medical trips. The service is managed by Pat Wallerius. The fixed route service carries about 13,800 rides per month while the demand/response service carries just under 4,000 trips per month. OCCK will provide services from Abilene, Concordia, Belleville and Salina. OCCK does not have formal agreements with other providers or cities but will provide rides for anyone in the region if the resources are available and will even take anyone in the region to Kansas City or Topeka upon request.

Concordia Senior Citizen Center: Operates within a 5-mile radius of the City of Concordia. The service operates weekdays from 8:00 AM to 4:00 PM. The service is managed by Gary Dvorak and carries about 600 rides per month. The Senior Center is becoming a community-wide provider even though it is a "Senior Center" – (55% public, 45% Seniors) and is currently operating at or near capacity.

Republic County Transportation: Operates primarily in the city limits of Belleville and within the county to Narka, Munden, Cuba, Agenda, Republic Scandia and Courtland on Wednesdays and Thursdays. The service operates weekdays from 10:00 AM to 4:00 PM and carries about 540 rides a month.

Ellsworth County Council on Aging: Operates within Ellsworth County. The services operates Monday through Friday from 8:00 AM to 2:00 PM. The service is managed by Virginia Boots and carries about 200 rides per month.

Lincoln County Transportation: Operates within Lincoln County and as far as Beloit, Minneapolis, Salina, and Ellsworth. The service operates weekdays from 8:00 AM to 5:00 PM. The service is managed by Jerry Philbrick and carries about 200 rides per month.

Current Coordination:

OCCK. Inc. has provided regional coordination for a number of years. Most of the regional coordination is for high priority trips such as for dialysis. OCCK has been designated as the lead agency in the North Central Region.

Opportunities/Gaps:

Ellsworth trips often need to go to Hays. Thus, regionalization needs to cross regional boundaries as well as work within the regions. KDOT: as long as administration of the coordination is in one region, trips can function in multiple regions.

Mitchell County Commissioners fear that taxes will need to be increased to accommodate coordination. Currently, "the needs of many outweigh the needs of a few." How can trips be provided for someone needing travel to outside the county when 5 people may be wanting to make trips within the county?"

Concordia Senior Citizens Center suggests that KDOT investigate working with economic development agencies and Chambers of Commerce.

Republic and Ellsworth Counties provide trips only within their respective counties due to politics. Cloud County also provides trips only within the county but due to capacity restraints and lack of resources.

Ellsworth COA will serve trips from Holyrood to Great Bend for dialysis treatments but that leaves in-town services lacking. COA will provide numbers for other providers if they are unable to serve requests.

OCCK will refer requests for Concordia trips within the city limits to the COA.

Potential opportunity: Examine demand for a deviated north/south fixed route along Route 81/I-135 between Concordia and Salina, and between Salina and Wichita.

Need exists for education/marketing/outreach to public to inform of services.

Kansas Department of Transportation NC

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - NORTH CENTRAL DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Mike Lynam PH: 785-827-6322	CKMHC - Saline	mlynam@ckmhc.org
Gary Pfeifer PH: 785-384-0015	Lincoln County	Lctransbus@lincolncoks.org
Amanda Ronghi Oder PH: 785-392-8822	Ottawa County	alochd@gmail.com
Leane Eilert PH: 785-738-9501	Solomon Valley Transportation	leilert@mchks.com
Stephanie Simmons PH: 785-738-9493	Solomon Valley Transportation	ssimmons@mchks.com
David Dick PH: 785 738 9500	" " "	administrator@mchks.com
Kelsey Pfannenstiel PH: 785-823-1277	North Central Flint Hills Area Agency on Aging / Aging + Disability Resource Center	kelseyp@ncfhaaa.com
PH:		

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc.

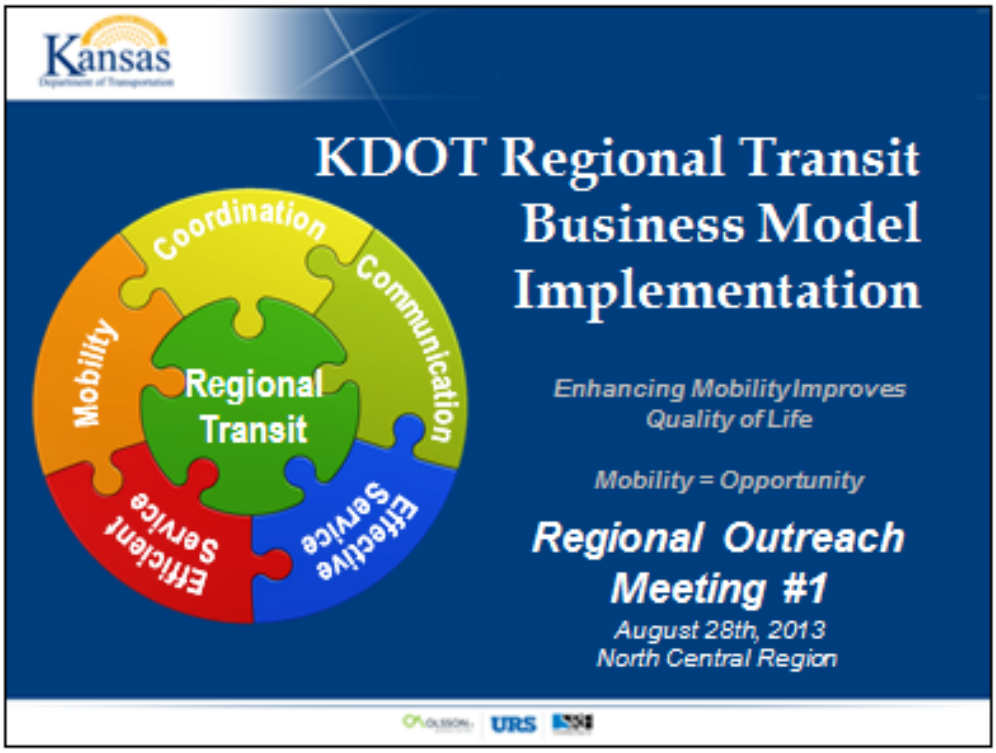
Kansas Department of Transportation NC

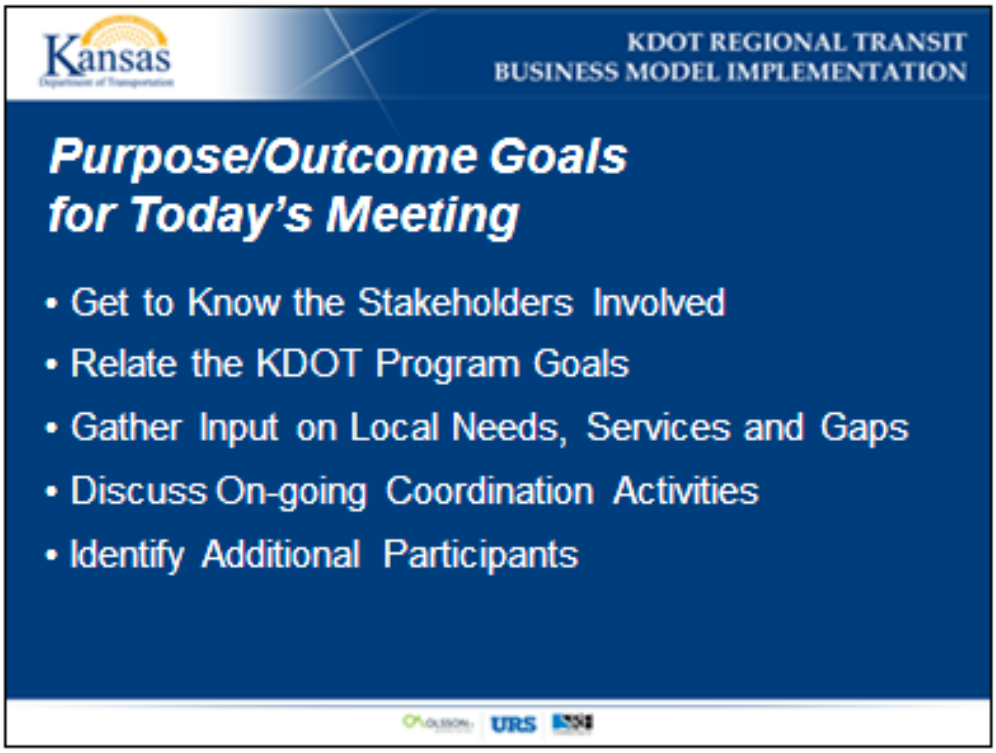
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

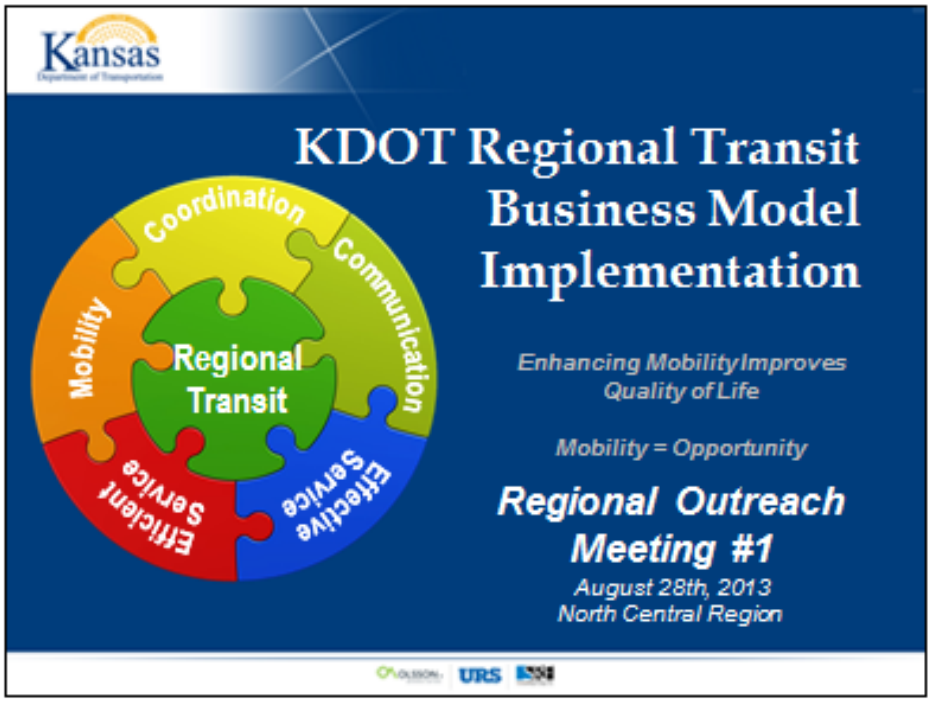
MEETING PURPOSE - NORTH CENTRAL DATE -

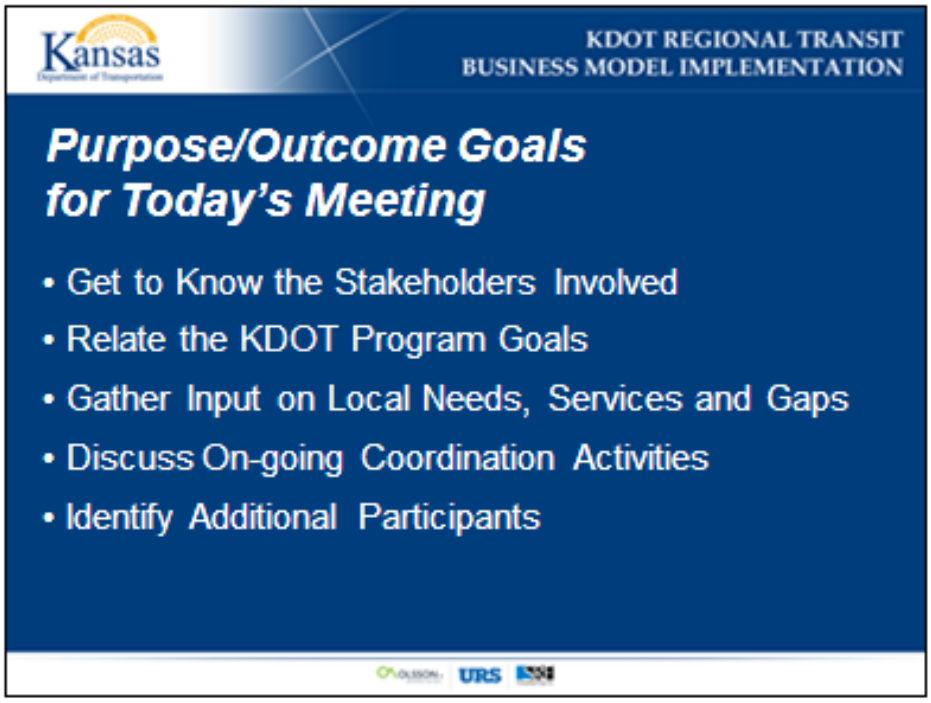
NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
VIRGINIA L. BOOTS PH: 785-472-3032	ELLSWORTH COUNTY COUNCIL ON AGING	vlbootsecca@yahoo.com
Gary Dvorak PH: 785 243 1872	Concordia Senior Citizens Center Concordia KS	concordia senior center@yahoo.com
Debbie Atkinson PH: 785 826 1583	Transportation Coordinator OCCK	datkinson@occk.com
Susan ~~Kriley~~ Kriley PH: 785 658 2272	City of Wilson	wilsoncy@wtciweb.com
Lisa Jones PH: 785-527-2235	Republic County Transportation	lkjones@nckcn.com
SCOTT FINKBINER PH: 785-527-2235	Republic Co	rpcoway@nckcn.com
PATRICK WALLERIUS PH: 785/827-9383	OCCK	PWALLERIUS@OCCK.com

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc.


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #1
August 28th, 2013
North Central Region
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Purpose/Outcome Goals
for Today's Meeting
• Get to Know the Stakeholders Involved
• Relate the KDOT Program Goals
• Gather Input on Local Needs, Services and Gaps
• Discuss On-going Coordination Activities
• Identify Additional Participants
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #1
August 28th, 2013
North Central Region
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Purpose/Outcome Goals
for Today's Meeting
• Get to Know the Stakeholders Involved
• Relate the KDOT Program Goals
• Gather Input on Local Needs, Services and Gaps
• Discuss On-going Coordination Activities
• Identify Additional Participants
OLSSON
URS
SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

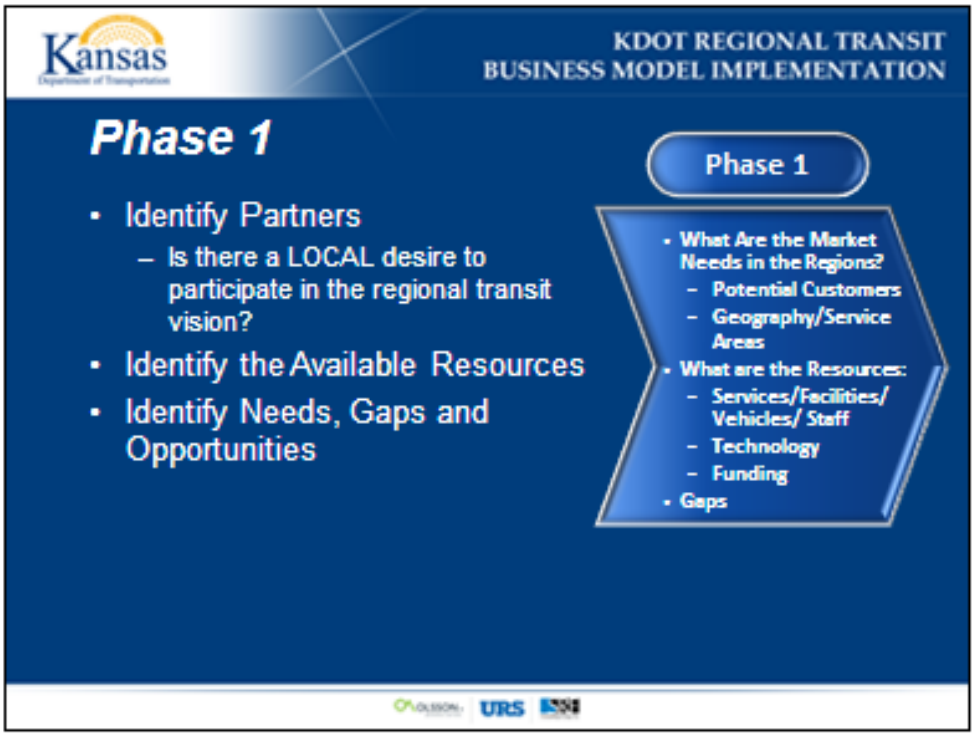
- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

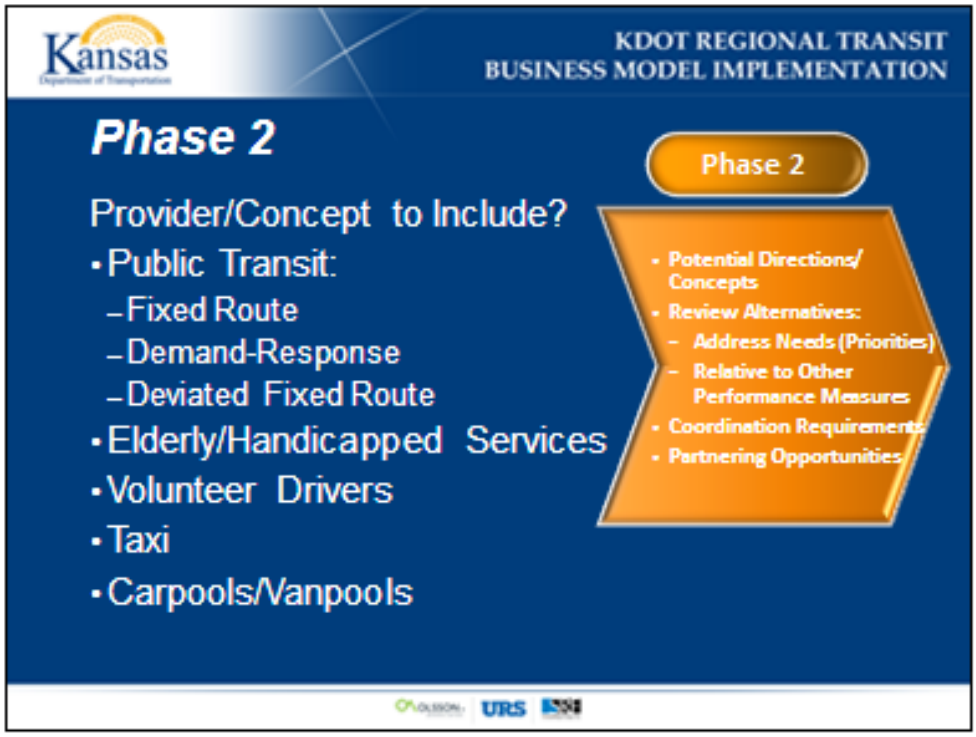
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

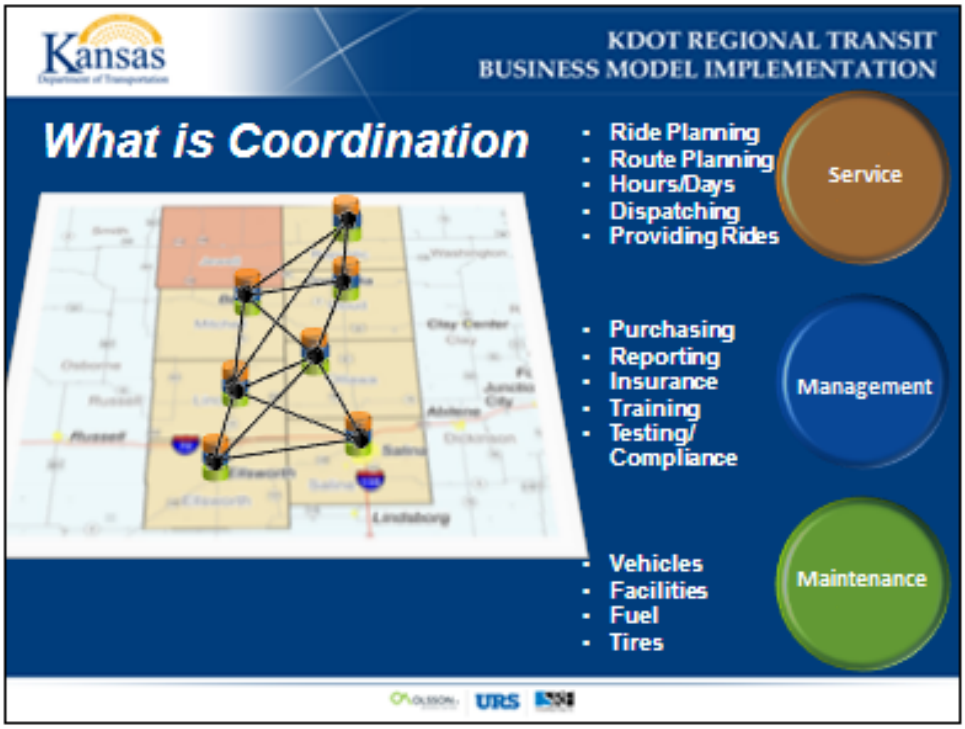
- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

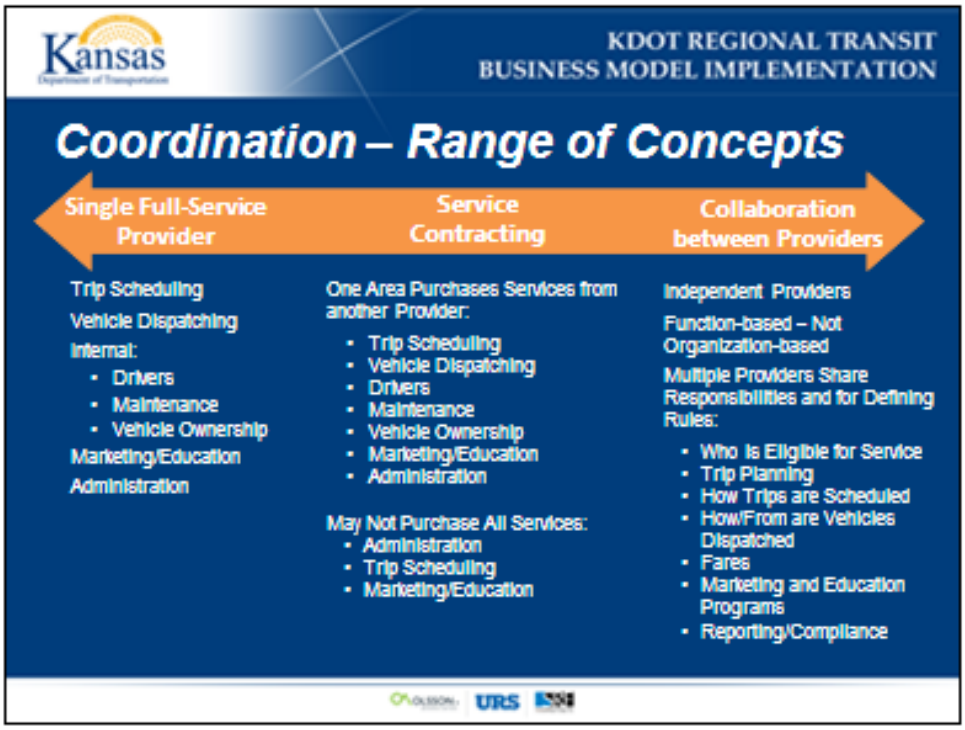
Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
Potential Directions/ Concepts
Review Alternatives:
Address Needs (Priorities)
Relative to Other Performance Measures
Coordination Requirements
Partnering Opportunities
Organization/ Governance Changes
Operating
Funding/Oversight at Local Level
Develop Implementation
Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
Public Transit:
Fixed Route
Demand-Response
Deviated Fixed Route
Elderly/Handicapped Services
Volunteer Drivers
Taxi
Carpools/Vanpools
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Phase 1
Identify Partners
Is there a LOCAL desire to participate in the regional transit vision?
Identify the Available Resources
Identify Needs, Gaps and Opportunities
Phase 1
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Phase 2
Provider/Concept to Include?
• Public Transit:
– Fixed Route
– Demand-Response
– Deviated Fixed Route
• Elderly/Handicapped Services
• Volunteer Drivers
• Taxi
• Carpools/Vanpools
Phase 2
• Potential Directions/ Concepts
• Review Alternatives:
– Address Needs (Priorities)
– Relative to Other Performance Measures
• Coordination Requirements
• Partnering Opportunities
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
• Implementation
– Central dispatch
– Regional routes
• Governance Structure
– Operations
– Funding
• Regional Service Expansion
Phase 3
• Organization/ Governance Changes
– Operating
– Funding/Oversight at Local Level
• Develop Implementation
• Organize Implementation Programs and Evaluation
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
What is Coordination
Ride Planning
Route Planning
Hours/Days
Dispatching
Providing Rides
Service
Purchasing
Reporting
Insurance
Training
Testing/ Compliance
Management
Vehicles
Facilities
Fuel
Tires
Maintenance
OLSSON
URS
SRF


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Coordination – Range of Concepts
Single Full-Service Provider
Service Contracting
Collaboration between Providers
Trip Scheduling
Vehicle Dispatching
Internal:
Drivers
Maintenance
Vehicle Ownership
Marketing/Education
Administration
One Area Purchases Services from another Provider:
Trip Scheduling
Vehicle Dispatching
Drivers
Maintenance
Vehicle Ownership
Marketing/Education
Administration
May Not Purchase All Services:
Administration
Trip Scheduling
Marketing/Education
Independent Providers
Function-based – Not Organization-based
Multiple Providers Share Responsibilities and for Defining Rules:
Who Is Eligible for Service
Trip Planning
How Trips are Scheduled
How/From are Vehicles Dispatched
Fares
Marketing and Education Programs
Reporting/Compliance
OLSSON
URS
SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

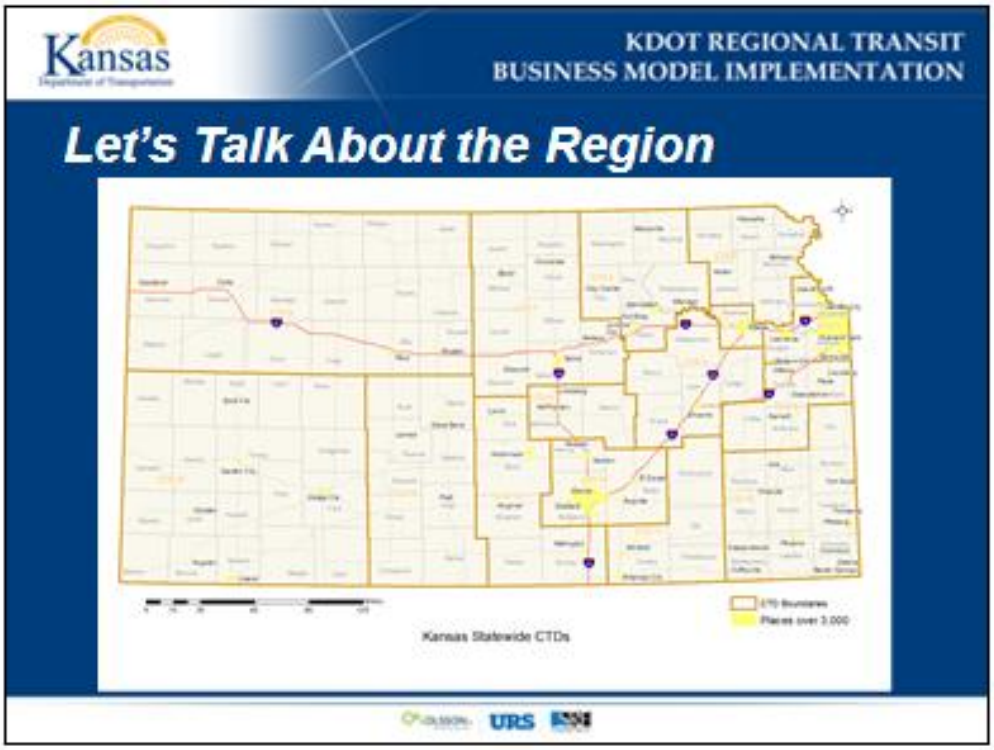
Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Information Gathering
Kick Off
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Information Gathering
Kick Off
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
Implementation
6
URS


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Let's Talk About the Region
Kansas Statewide CTDs
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

NORTH CENTRAL REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM SALINA

Salina Meeting December 11, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Lincoln County Transportation, Lincoln County Commission, Ottawa County, Solomon Valley Transportation, Central Kansas Mental Health Center, Concordia Senior Citizens Center, OCCK Inc., and Republic County Transportation. The Central Kansas Mental Health Center is a recipient of 5310 funding. Lincoln County does not receive either 5311 or 5310 funding at this time.

Josh Powers, Cory Davis and Connie Spencer represented KDOT.

Josh Powers of KDOT and Jeff Benson of URS facilitated the meeting with support from Mark Swope and Tom Worker-Braddock from Olsson Associates.

Transit Coordination Project – Regional Meeting #2 Overview

Josh Powers provided an introduction to the meeting, the context of the current work to the project and a summary of future steps. He indicated that this is the 2nd of what will likely be 4 rounds of regional meetings. He said that the 3rd meeting would occur in the Spring to discuss detailed strategy proposals and the likely 4th meeting would occur in the fall of 2014 to discuss governance and financial considerations. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns.

Jeff Benson led the presentation and discussion. He provided a summary of the goal of the second meeting of the regional committee, the needs survey results and the high priority needs of the region as determined by the survey as well as related potential strategies to address the high priority needs. The presentation is attached following the notes pages and sign-in sheets.

Jeff presented the three high priority needs of the North Central region:

- Regular communication among stakeholders in region.
- Elimination of Policy barriers in crossing jurisdictional boundaries.
- Coordination with medical providers and other destinations on trip scheduling

Need to establish/continue regular communication between stakeholders in region.

For the first identified high priority need, two potential strategies were presented for consideration and discussion:

- Designate/hire a mobility manager that coordinates communication among all transportation providers in the region.
- Assess the potential for a Central Dispatch System to serve the region.

Several points of discussion focused on these two strategies:

- Solomon County representatives expressed an "openness" to the idea of a Mobility Manager but also expressed some concern about the potential for central dispatch. At the same time the County recognizes that there could be some benefit to a central dispatch and is willing to consider the possibility.
- Solomon County and OCCK: one agency will drop off a patient at a medical facility while the other agency will pick them up.
- In response to a question regarding whether a Mobility Manager would be a temporary or permanent position, Mark Swope indicated that the position could be an independent regional position that would have access to all service information provided in the region. Since governance and funding will not be address until next fall, the question of "temporary or permanent" would not be answered until that time.
- The Mobility Manager could serve as the one-call stop to schedule longer distance trips that cross jurisdictions or impact multiple providers. From a state perspective, there is potential for Mobility Managers in each region to have responsibility for rider training, public awareness of transit services and could alleviate some of the phone-tree burden that current providers carry in attempting to accommodate inter-jurisdictional trips.
- Tom Worker-Braddock discussed the potential spectrum of centralized dispatch, indicating that it could be implemented fully throughout the region or only to accommodate long-distance trips. An advantage would be the ability to accommodate regularly scheduled long-distance trips, thereby create greater certainty of confidence in inter-jurisdictional trips.
- OCCK has tried to coordinate with Flint Hill ATA to accommodate trips that cross both regions (such as to Junction City) but it's often easier to drive the full trip distance than to coordinate the trip with another agency.
- Attempts are also being made to group clients into fewer trips. A Mobility Manager would be helpful in coordinating and grouping trips with the VA hospitals, etc.

Need to address policy barriers in crossing jurisdictional boundaries.

For the second identified high priority need, two potential strategies were presented for consideration and discussion:

- Work with jurisdictions to consider modification of- governance policies to allow expansion of service provision.
- Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as 81/135 corridor or Highway 24.

Points of discussion regarding these strategies included the following:

- Concordia indicated that they currently have a five- mile limit but Highway 24 is 13 miles away. However, if the need existed to be able to serve a flexible-fixed route, they could make a case to extend the limits.

- Some providers expressed concern about increased taxes or the ability to fairly distribute the additional costs of a flexible-fixed route that crossed more than one jurisdiction.
- OCCK indicated that the vast majority of long-distance trips are medical in nature and attempting to accommodate grocery trips over long-distances would be too burdensome.
- Concordia Senior Services expressed concern about potential rural demand pulling service from the city routes and services that are currently served.
- Solomon Valley Transportation has daily requests for trips to Hays.
- Regional routes could provide better service in connecting smaller population centers with a large population center. 30- to 40 percent of regional trip requests need wheelchair accommodation so large vehicles would likely be required.
- Service along the 81/135 corridor would be positive.
- Most long-distance trips serve either employment or medical trips.
- Tom Worker-Braddock discussed the difficulty of providing employment-focused regional routes and the opportunity that a Mobility Manger could provide in approving employers to be served.

Need more coordination with medical providers and other destinations on trip scheduling

For the third identified high priority need, the following potential strategy was presented for consideration and discussion:

- Designate/hire a mobility manager that coordinates regular communication between transportation providers and medical providers in Beloit, Salina, Concordia and other cities with major medical providers.

Several points of discussion focused on this strategy:

- Solomon County has also been proactive in approaching and coordinating with medical providers although specialty doctors/clinics tend not to want to coordinate. In addition, OCCK has a contract with the Saline Regional Health Center for non-emergency medical care.
- OCCK communicates regularly with medical providers in Beloit, Salina and Concordia. There is a high demand for dialysis trips.

With respect to more general issues, Josh Powers indicated that the North Central region was a lot different than other regions with coordination already at a relatively high level. Ultimately, the focus for this region may be to just enhance and increase the coordination that is already taking place.

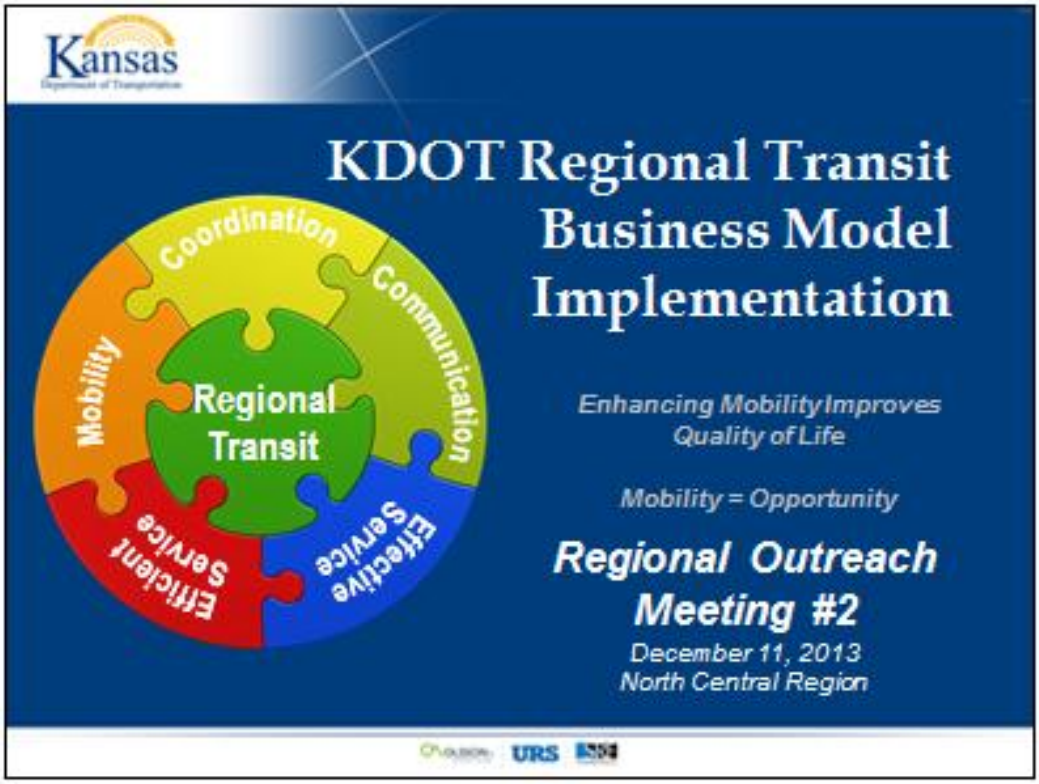
Jeff Benson concluded the discussion by indicating the next steps of the project:

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #2 **NORTH CENTRAL**

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Lisa Jones PH: 785-527-2235	Secretary - Republic Co. Hwy. Dept.	lkjones@nckcn.com
Rhonda Jochum PH: 402-879-1590	Secretary Republic CO Hwy Dept	
Lori Walter PH: 785-827-9383	Funding Coordinator OCCK, Inc.	lwalter@occk.com
Amanda Loughridge PH: 785-392-2822	Program Mgr. Ottawa Co.	alochd@gmail.com
Connie A. Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Mike Lynch PH: 785-823-6322	CKMHC Special Projects Mgr.	mlynch@ckmhc.org
Leane Eilert PH: 785-738-9501	SVT Secretary To Board	leilert@mchks.com
Stephanie Simmons PH: 785-738-9549	Solomon Valley Transportation President	ssimmons@mchks.com
Al Joe Wallace PH: 785-792-6241	Lincoln Co Commission Chair	Wace@twinvalley.net
Patrick Wallerius PH: 785/827-9383	OCCK, Inc.	PWallerius@OCCK.Com
Gary Dvorak PH: 785 243 1872	Concordia Senior Center	concordiaseniorcenter@yahoo.com
Debbie Atkinson PH: 785-826-1583	OCCK INC TRANS. COORDINATOR	datkinson@occk.com


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #2
December 11, 2013
North Central Region
OLSSON
URS
SRF

Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
• What Are the Market Needs in the Regions?
– Potential Customers
– Geography/Service Areas
• What are the Resources:
– Services/Facilities/ Vehicles/ Staff
– Technology
– Funding
• Gaps
• Potential Directions/ Concepts
• Review Alternatives:
– Address Needs (Priorities)
– Relative to Other Performance Measures
• Coordination Requirements
• Partnering Opportunities
• Organization/ Governance Changes
– Operating
– Funding/Oversight at Local Level
• Develop Implementation
• Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
• Public Transit:
– Fixed Route
– Demand-Response
– Deviated Fixed Route
• Elderly/Handicapped Services
• Volunteer Drivers
• Taxi
• Carpools/Vanpools
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the Following High Priority Needs:
  - Regular communication among stakeholders in region.
  - Elimination of Policy barriers in crossing jurisdictional boundaries.
  - Coordination with medical providers and other destinations on trip scheduling

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The North Central Region

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

North Central Identified High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to address policy barriers in crossing jurisdictional boundaries.
- Need more coordination with medical providers and other destinations on trip scheduling

Other:

- Need to assess fare structure for trips crossing multiple providers/boundaries.
- Need to establish a link between local service and inter-regional transit service.
- Need to improve and establish inter-city connections to regional centers while preserving in-town transit

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
  - Designate/hire a mobility manager that coordinates communication among all transportation providers in the region
  - Assess the potential for a Central Dispatch System to serve the region

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address policy barriers in crossing jurisdictional boundaries.
  - Work with jurisdictions to consider modification of governance policies to allow expansion of service provision.
  - Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as 81/135 corridor or Highway 24.

NOTE: Several providers are currently limited to jurisdictional boundaries.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need more coordination with medical providers and other destinations on trip scheduling
  - Designate/hire a mobility manager that coordinates regular communication between transportation providers and medical providers in Beloit, Salina, Concordia and other cities with major medical providers.

NOTE: OCCK is currently working with Salina Regional Health to assist in coordinating schedules.

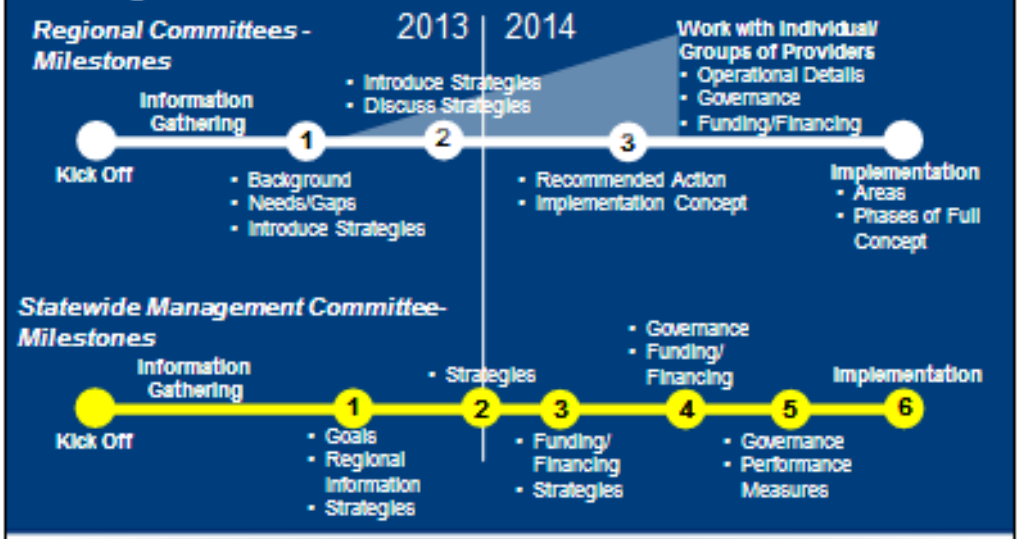
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

NORTH CENTRAL REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM SALINA

Salina Meeting April 8, 2014

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Lincoln County Transportation, Lincoln County Commission, Ottawa County, Solomon Valley Transportation, Concordia Senior Citizens Center, Ellsworth County Council on Aging, City of Wilson, OCCK Inc., and Republic County Transportation. Lincoln County does not receive either 5311 or 5310 funding at this time.

Cory Davis and Connie Spencer represented KDOT.

Cory Davis of KDOT, Jeff Benson of URS and Mark Swope of Olsson Associates facilitated the meeting.

Transit Coordination Project – Regional Meeting #3 Overview

Cory Davis provided an introduction to the meeting by encouraging attendees to address any issues so that all questions can be answered. He indicated that this is the 3rd of what will likely be 4 rounds of regional meetings. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns.

Jeff Benson led the presentation and discussion. He indicated that the focus of the day's meeting is to discuss details of the strategies that had been advanced from the December regional meeting. The strategies included: establishing regular communication, implementing a regional route, coordinated dispatch, transit service costing development, and creation of a Mobility Manager position. He explained the 4 strategy categories that all strategies fall into from throughout the state. He then reviewed the top priority needs of the region as compiled from the survey and December regional meeting and discussed the specific strategies derived from the needs: establish a North Central Region Transit Governance Board and Advisory Panel; establish a North Central regional route; establish centralized reservations and scheduling as feasible and appropriate; develop a regional cost model, and establish a mobility manager position.

Establish a North Central Region Transit Governance Board and Advisory Panel

Jeff explained that a Governing Board would be made up of 5311 providers only and would report directly to KDOT while an Advisory Panel could be made up of all interested providers and stakeholders in the region and would report to the governing Board. The Governing Board would provide guidance and service recommendations to K DOT and would also oversee the services of a Regional Mobility Manager. The Governing Board and Advisory Panel would meet regularly to discuss common issues, work with the

Regional Mobility Manager and support communications among the providers and stakeholders. Some of the meetings might focus on one or two issues and only include providers/stakeholders interested in those specific topics.

North Central Regional Route

Based on discussion at the last regional meeting and further discussions with OCCK representatives, an initial regional route for the North Central Region could be established from Concordia to Salina along Highway 81 with stops at the junction of Highway 24 and in the City of Minneapolis. The initial recommendation would provide two trips one day a week with potential for daily trips if the demand warranted such service. Forecasted ridership for the one day a week service, based on the Transit Cooperative Research Model is estimated at 3,380 annual trips. Based on fares ranging from $12.50 at Concordia to $7.50 at Minneapolis, an approximate recovery of 25% could be realized. In response to a question about funding, Cory Davis indicated that the service would not be 100% funded but would likely be funded at 80 %. He also noted that most longer-distance trips such as those that would be served by this route would likely be for medical purposes such as dialysis.

A provider expressed concern about additional costs of the service and who would cover the costs. Mark Swope said KDOT will not mandate any of the recommendations that will be developed as part of this effort. Providers will be able to keep current structures intact if they so desire. Additional funding support is in place to utilize for the recommendations but will be up to the providers to accept or not.

Coordinated Scheduling

Mark Swope discussed the potential for coordinated scheduling throughout the region. Three options exist for coordinated scheduling: centralized scheduling of regional long-distance trips; centralized scheduling of all trips; and centralized scheduling of trips with one call number. He explained each of the options in detail. Cory Davis said that the type of coordinated scheduling that is ultimately put in place will be molded to the needs and wishes of the providers and what would work best to satisfy the needs of the region. Mark indicated that there would be a need for one provider to house the scheduling/dispatching software. He said that it might be reasonable to assume that OCCK would be the location to take it forward in the North Central region.

Transit Cost Allocation Model

Mark then described the transit cost allocation model. Mark explained that the cost allocation model can be used to allocate costs if a county or agency wanted to provide service outside of their immediate service area. He described the cost allocation spreadsheet that captures all potential costs of a service. He suggested that the providers take a look at the spreadsheet provided and determine if there are any elements that are missing and provide comments back to the consultants. He explained the three steps used to developing the cost model as: 1) Assembling the data; 2) Assigning the expense line items; and 3) Calculating unit items. Unit costs, and fully allocated costs would then be determined and used as a determinant for estimated costs of new services.

Mobility Manager

Jeff outlined the potential responsibilities of a mobility manager. The manager would work closely with and represent all 5311 transit providers. The goals of the manager would be to create partnerships among all transportation resources in the region, use the partnerships to develop and enhance travel options of residents and develop ways to communicate the options to the public. Two possible models exist for how the manager would be retained: 1) a specific transit agency in the region would hire the manager who would then recommend service to fill gaps by reaching out to other transportation, employment, medical and social service providers, and 2) an independent organization such as the Governing Board hires the manager to build relationships among the providers. Cory explained that the manager could be housed at OCCK or somewhere else. Nothing would be mandated and the 5311 providers in the region would need to agree to how the position would be set-up. Funds for the position would initially come from the legislative action that has provided additional transit funding for recommendations coming out of the business model. Cory acknowledged that mobility managers in every region might be organized differently with some differences in responsibilities. The positions would not be filled until after the beginning of next year. All mobility mangers in the state would be responsible for assisting KDOT in achieving the "most bang for the buck." Mark again emphasized that yet to be determined would be who the mobility manager would report to and where they would best be located. He indicated that based on current practices in the region, it appeared that housing the manager at OCCK might make the most sense. None of the providers present indicated any opposition to that proposal.

Mark said manager's salary would likely be $40,000 to $60,000, not including benefits. The primary responsibility of the manager would be to ensure that all transportation resources are being coordinated.

Other

Mark presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Jeff asked if there were any other thoughts or strategies that should be addressed as the Transit Business Model progresses but there were no other issues provided at this time.

Next steps

Jeff explained that the next steps would be to advance, eliminate, and refine the concepts. He said that the consultants would continue to work with individual agencies to finalize the strategies in the weeks ahead, including how the region's strategies would integrate with other regions' strategies. The consultants and state representatives would like to hear provider thoughts on the strategies covered at this meeting.

A provider asked how often the proposed Governance Board or Advisory Panel would meet. Jeff said that would likely need to be determined by the providers in the region and issues to be addressed but meetings would likely occur every two-three months and may focus on just one or two issues at each meeting.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #3 NORTH CENTRAL

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
VIRGINIA L. BOOTS PH: 785-472-3032	ELLSWORTH CO. COUNCIL ON AGING, INC COORDINATOR	vlbootsecca@yahoo.com
SCOTT FINKBINER PH: 785-527-2235	Republic Co Hwy Administrator	rpcuhwy@ncken.com
Rhonda Jochim PH: 785-527-2235	Rep. Co.	rsjochim@ncken.com
Lisa Jones PH: 785-527-2235	Republic County Hwy. Dept.	lkjones@ncken.com
Leanne Eilert PH: 785-738-9501	Solomon Valley Transp.	leilert@mchks.com
Anna Marie Walters PH: 785-524 3144	Lincoln County Board Member	—
Al Joe WALLACE PH: 785-792-6219	LINCOLN Co COMMISSIONER	wace@twinvalley.net
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
[illegible] PH: 785-384-0015		
Debbie Atkinson PH: 785-826-1583	Trans. Coordinator OCCK, Inc	datkinson@occk.com
Lori Walter PH: 785-827-9383	Funding Coordinator OCCK, Inc.	lwalter@occk.com
Gary Dvorak PH: 785 243 1872	concordia senior center@yahoo.com	Project Director Concordia Senior Center
Susan Kriley PH: 785 658 2272	City Clerk City of Wilson	wilsoncy@wtciweb.com
PATRICK WALTERS PH: 785/827-9383	OCCK VP/CFO	PWALTERS@OCCK.com
Stephanie Simmons PH: 785-738-9549	Solomon Valley Transportation President	ssimmons@mchks.com
Amanda Loughridge PH: 785-392-2822	Ottawa County Transp. Manager	aloochd@gmail.com

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

North Central Region Working Session #3

April 8, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Establishing Regular Communication
  - Implementing a Regional Route
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Strategy Categories
Governance
• Organizational Structure
• Regional Priorities
• Funding
• Fleet/Facilities Decisions
Communication
• Inter-agency Protocols
• KDOT Protocol
• Outreach
Business Model Revised
Service/ Operations
• Reservations
• Dispatching
• Service
– Consolidation/Expansion
– Coordination Action
– Car/Vanpool
• Maintenance
Administration /Mobility Manager
• Day-to-Day Management
• Reporting
• Grant Application Assistance
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Top Priority Needs
• The Need to:
– Need to establish/continue regular communication among stakeholders in the region
– Need for elimination of policy barriers in crossing jurisdictional boundaries
– Need for more coordination with medical providers and other destinations on trip scheduling
– Need to assess fare structure for trips crossing multiple providers/boundaries
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish North Central Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish North Central Region Transit Advisory Panel

- Consider:
  - What is the main purpose of the panel?
  - What tasks would the panel be responsible for?
  - Who would be represented in the panel?
  - What organization(s) would the panel be governed by?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

North Central Region Transit Advisory Panel Purpose

- The panel may:
  - Meet regularly to discuss common issues
  - Work with a regional Mobility Manager
  - Support communication among providers and stakeholders

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

North Central Region Transit Advisory Panel Representatives

- Panel representatives could include:
  - Transit providers and riders
  - Riders with disabilities
  - Public health organizations
  - City or County representatives
  - KDOT staff, other
  - Major regional employers
  - Medical facilities or centers
  - Community colleges or universities

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

North Central Regional Route

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Making Ideas a Reality

- Develop a Schedule
- Prepare Fare Structure
- Communication Plan
  - Advertising Concept
  - Who to Call for Ride
- Determine if Need Agreements
  - Schedule
  - Fares
  - Responsibilities

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Schedules/Fares

- Range of Scheduling
  - Minimum of Two Per Week
  - Maximum of Ten Per Week
- Range of Fares
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Schedule for Intercity Trips

Origin Community	Destination Community	Regional Stops	Trips/ Week
Concordia	Salina	Intersection of 81 and 24, Minneapolis	2 or 10

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fares

Passenger Origin/Destination	Transit Provider	Fares
Salina	OCCK	$.10 per mile or $14/ round trip from Concordia

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Intercity Ridership

Regional Route	Annual Ridership	
Trips per week	*2 Trips*	*10 Trips*
Concordia to Salina with intermediate stops at intersection of 81/24 and Minneapolis	780	3,900

Ridership Model* Factors/Inputs:

- Distance
- Frequency
- Demographics of Communities
- Fare
- Airport
- Regional Bus Connectivity

*Transit Cooperative Research Model

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Per Trip Operating Costs

Regional Route	Round Trip Highway Miles	Miles in Minneapolis and Salina	Total Round Trip Miles	Cost per Mile	Round Trip Operating Cost
Concordia to Salina	140	10	150	$2.00 – 2.50	$300 - $375

Annual Operating Costs

Regional Route	2 Trips per Week*		10 Trips Week*	
	Total Cost	Average Cost/rider	Total Cost	Average Cost/rider
Concordia to Salina	$31,200 – $39,000	$40 – $50	$156,000 – $195,000	$40 – $50

* Assumes 5 passengers per day each from Concordia, Highway 24 and Minneapolis

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Round Trip Intercity Fares (Estimates)

Origin	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
Concordia	$25.00	$12.50	$6.25
Highways 24/81 Junction	$20.00	$10.00	$5.00
Minneapolis	$15.00	$7.50	$3.75

* Assumes $2/mile cost and 5 passengers per day each from Concordia, Highway 24 and Minneapolis

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Scheduling/Dispatching

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

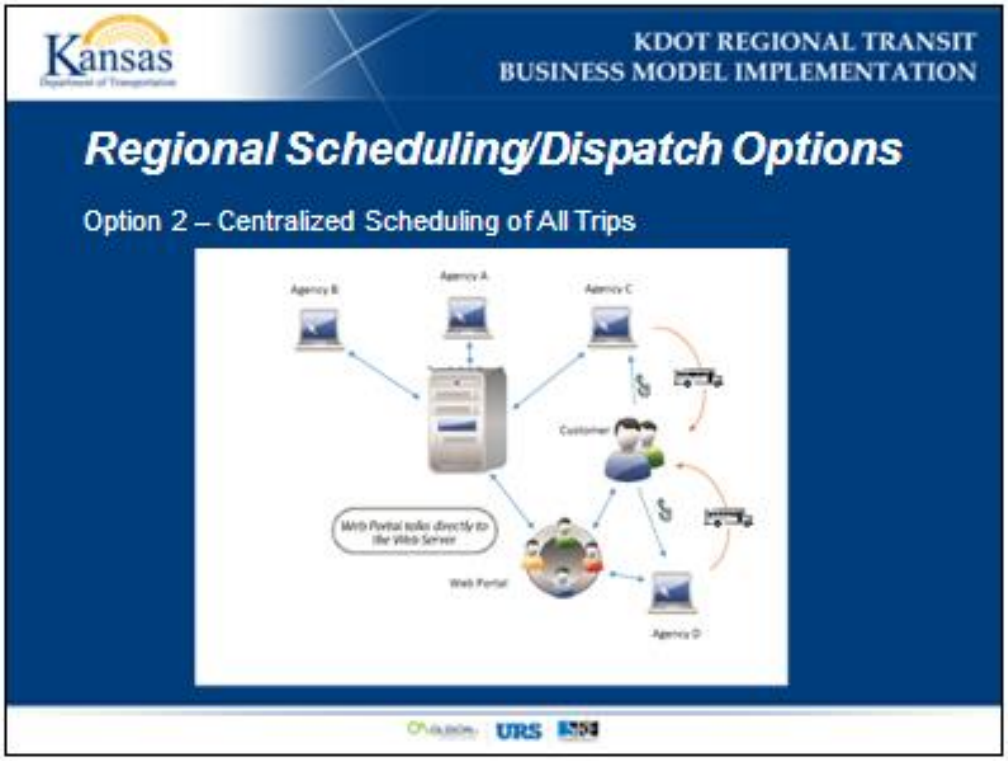
Option 2 – Centralized Scheduling of All Trips

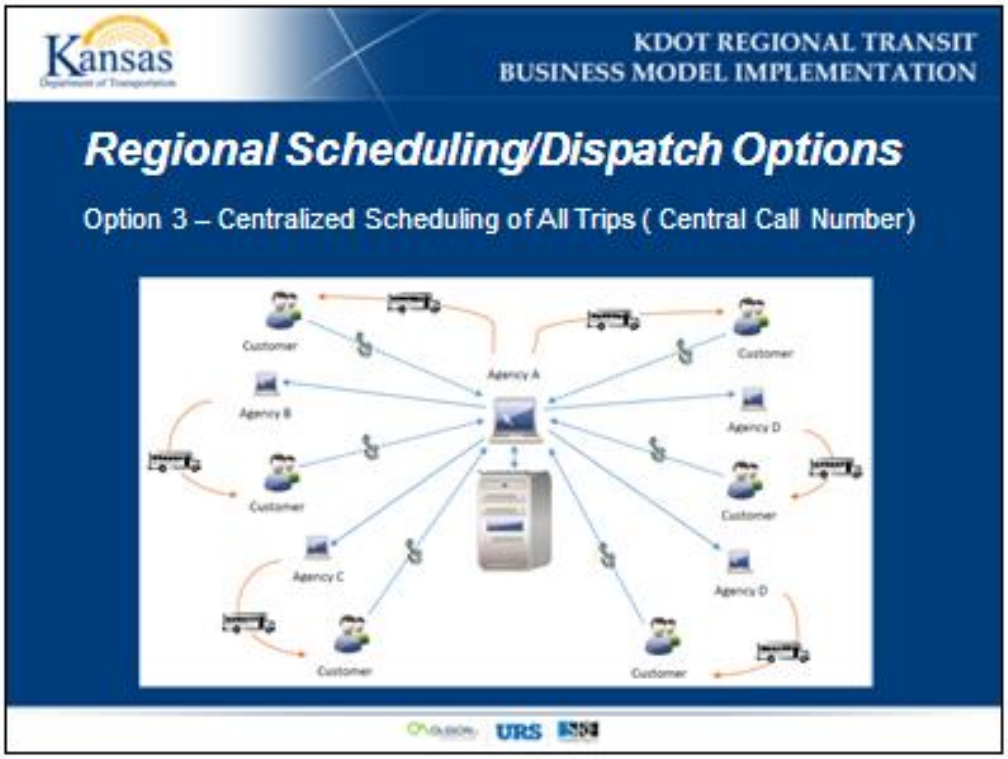
Option 3 – Centralized Scheduling of All Trips (Central Call Number)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

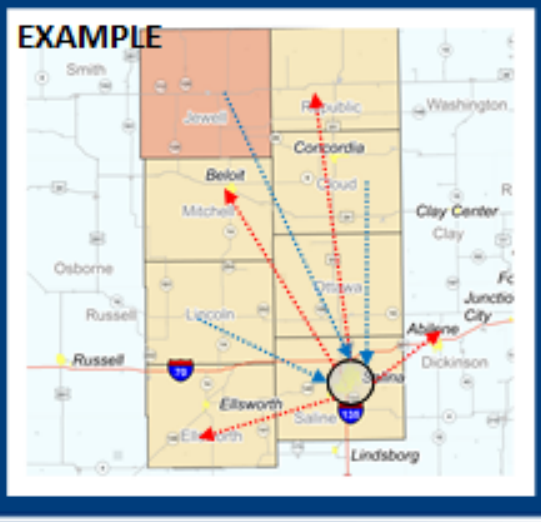

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 2 – Centralized Scheduling of All Trips
Agency A
Agency B
Agency C
Agency D
Customer
Web Portal talks directly to the Web Server
Web Portal
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 3 – Centralized Scheduling of All Trips (Central Call Number)
Agency A
Agency B
Agency C
Agency D
Customer
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel?
  - New Facilities?
- Who Do I Call?
  - Local
  - Toll Free



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

EXAMPLE: OCCK as Central Dispatcher

Question
Is it a REASONABLE assumption that OCCK would be location for centralized dispatch?

OCCK Numbers

Current Staffing: How many more rides per month?
(Current Demand/Response Rides/Month = 3,900)

1 More Dispatcher: Can one more handle all the new requests?

Current Space: Can OCCK handle room for another dispatcher?

Current Building: How many more monthly trips?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$\text{Allocated Hours Cost} = \frac{\text{Total Expenses Variable by Hour}}{\text{Annual Projected (or actual) vehicle Hours}}$$

$$\text{Allocated Miles Cost} = \frac{\text{Total Expenses Variable by Mile}}{\text{Annual Projected (or actual) vehicle Miles}}$$

$$\text{Fixed Cost Factor} = \frac{\text{Total Fixed Expenses}}{(\text{Total Expenses Variable by Hour} + \text{Total Expenses Variable by Miles})}$$

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

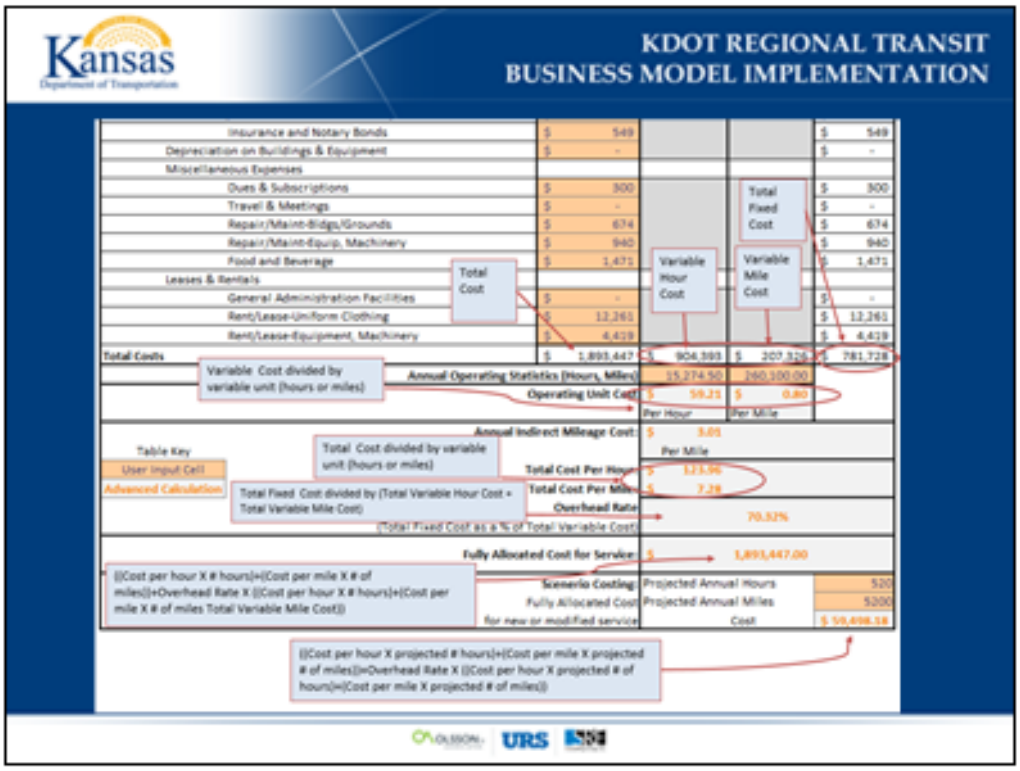
{(Total Annual projected or actual Hours X Allocated Hours Cost)

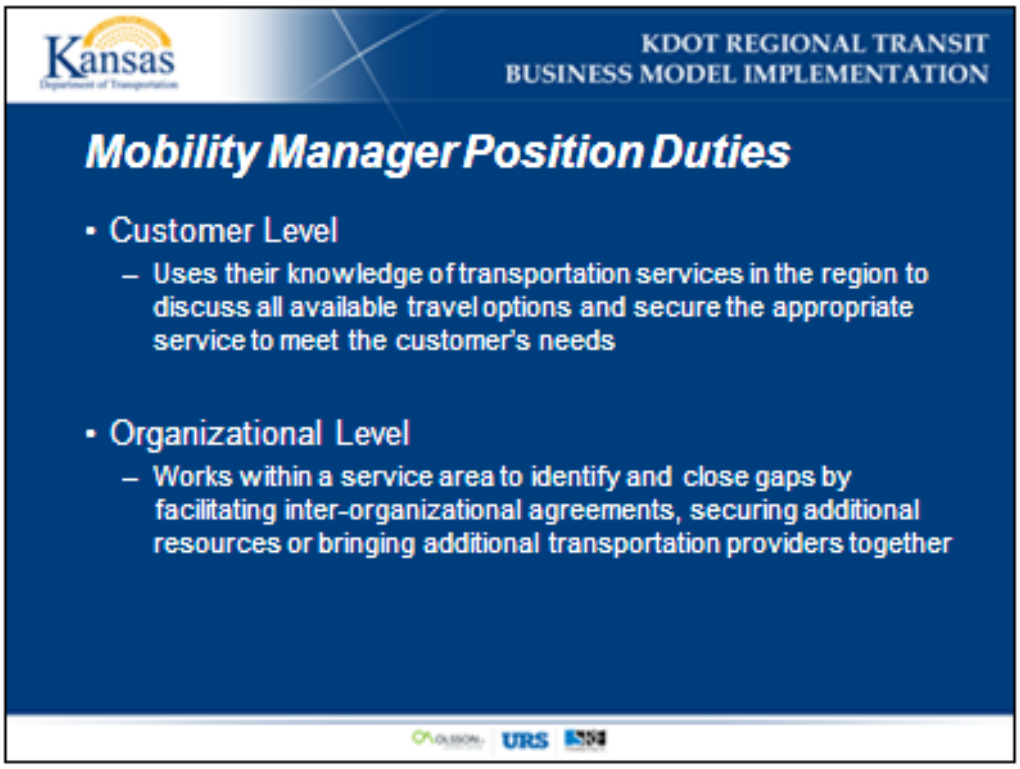
+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Insurance and Notary Bonds
Depreciation on Buildings & Equipment
Miscellaneous Expenses
Dues & Subscriptions
Travel & Meetings
Repair/Maint-Bldgs/Grounds
Repair/Maint-Equip, Machinery
Food and Beverage
Leases & Rentals
General Administration Facilities
Rent/Lease-Uniform Clothing
Rent/Lease-Equipment, Machinery
Total Costs
Total Cost
Variable Hour Cost
Total Fixed Cost
Variable Mile Cost
Variable Cost divided by variable unit (hours or miles)
Annual Operating Statistics (Hours, Miles)
Operating Unit Cost
Per Hour
Per Mile
Annual Indirect Mileage Cost
Table Key
User Input Cell
Advanced Calculation
Total Cost divided by variable unit (hours or miles)
Total Cost Per Hour
Total Cost Per Mile
Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)
Overhead Rate
(Total Fixed Cost as a % of Total Variable Cost)
Fully Allocated Cost for Service
((Cost per hour X # hours)+((Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))
Scenario Costing
Fully Allocated Cost for new or modified service
Projected Annual Hours
Projected Annual Miles
Cost
((Cost per hour X projected # hours)+((Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+((Cost per mile X projected # of miles))


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Mobility Manager Position Duties
• Customer Level
– Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
• Organizational Level
– Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-stop transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

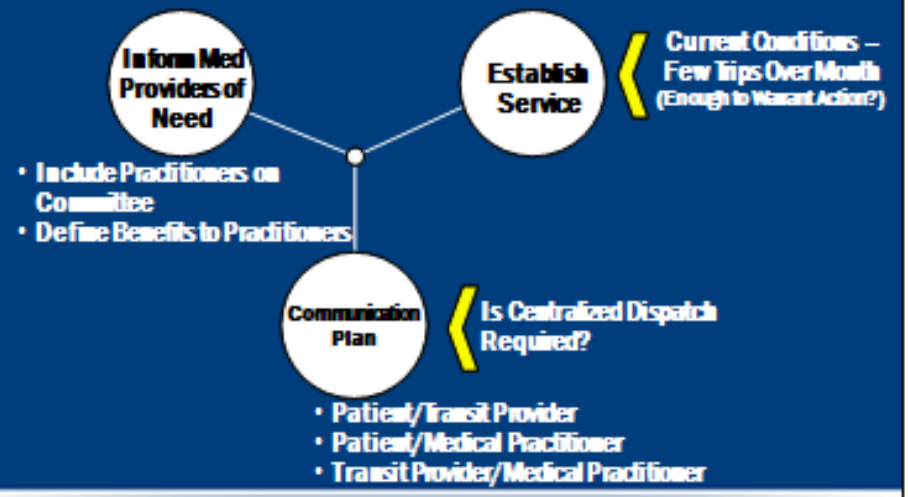
Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Regional Governing Board
- Transit Advisory Panel
- Intercity Route – Concordia to Salina
- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Northwest
Proud Partner of
Kansas Rides
South Central
Proud Partner of
Kansas Rides
Urban
Proud Partner of
Kansas Rides
Central
Proud Partner of
Kansas Rides
Flint Hills
Proud Partner of
Kansas Rides
Northeast
Proud Partner of
Kansas Rides
Southwest
Proud Partner of
Kansas Rides
Southeast
Proud Partner of
Kansas Rides
North Central
Proud Partner of
Kansas Rides
East Central
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Southwest
General Public Transportation
City Link
620-272-3626
URS

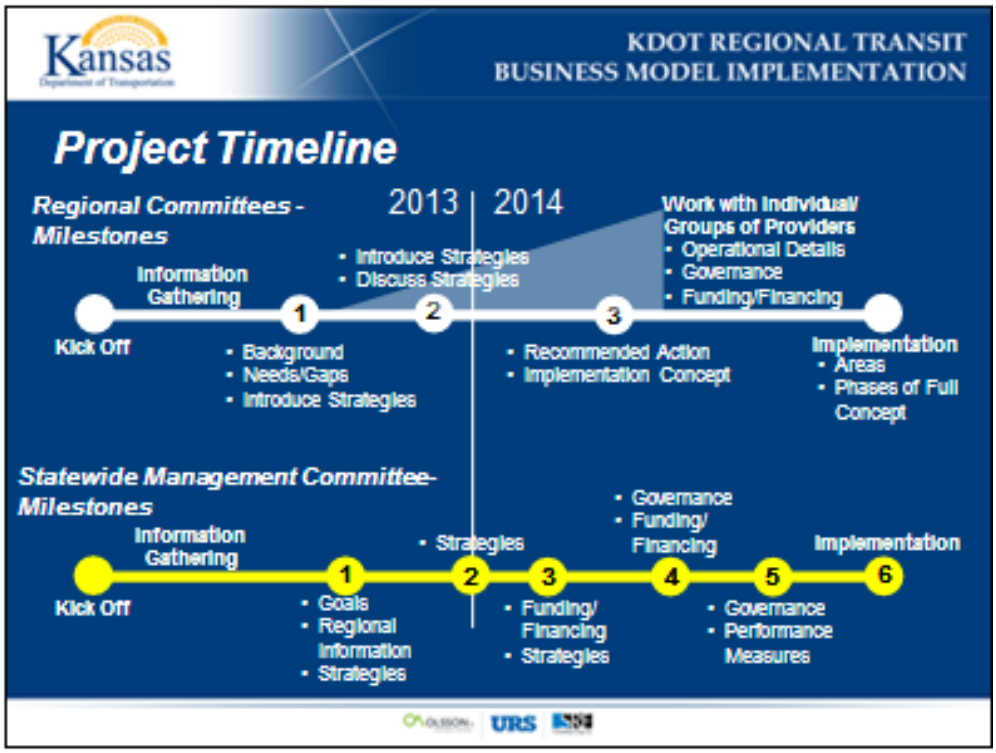
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Information Gathering
Kick Off
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Information Gathering
Kick Off
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
Implementation
6

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Contacts
Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984
Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170
Jeff Benson
URS Corporation
jeff.benson@urs.com
612-373-6444

To: KDOT Advisory Team

From: Olsson Associates/URS Corporation

Date: April 2, 2014

Subject: KDOT Regional Transit Business Model – North Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the North Central Region for example, service within several counties in the northern area of the region are limited to travel within the county, if even that. Individuals from all counties in the region should be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

NORTH CENTRAL HIGHWAY 81 INTERCITY CONCEPT PROJECT BACKGROUND

Working with transit agencies and other stakeholders, the Kansas Department of Transportation (KDOT) continues to assess/implement alternatives that support the goal of changing how public transit is deployed throughout the state. The goal is to move away from a business model of predominantly standalone county and/or community-based public transit agencies to a more integrated concept where communities/counties that share similar destinations along similar paths team up on providing transportation service. Developing the details and implementing concepts is the goal of the on-going work.

In the North Central Region of Kansas, the trip along Highway 81 from Belleville to Salina presents an opportunity for cooperation among Republic County Transportation, Concordia Senior Citizens, Pawnee Mental Health, Cloud County, Ottawa County Transportation and OOCK. The primary goal of the effort is to provide residents of Kansas with more options for transportation while improving transit efficiency by minimizing redundancies in service.

NORTH CENTRAL HIGHWAY 81 INTERCITY CONCEPT

A potential multi-community coordination concept worthy of further consideration in the North Central Region of the state is providing an intercity service route connecting Belleville in Republic County to Salina with stops in Concordia and Minneapolis. Initially, the service could begin with a Concordia to Salina leg on a trial basis. Presently, OCCK service that is provided across county lines is generally for mostly medical trips. This intercity, inter-county service would serve all trip purposes.

The routing concept proposed to provide Concordia to Salina service is displayed in Figure 1. The concept includes:

- Two round trips per day with Concordia residents pick-up at 8:00 AM and 1:00 PM at either the Concordia City Hall or the Concordia Senior Citizens Center both within one block of each other, or at both locations.
- Travel along Highway 81 with two stops proposed: one at the junction of Highways 81 and 24, the other at a location in Minneapolis (TBD).
- Travel to/from Salina along US 81 to specific destinations within the City of Salina to be determined.

SCHEDULE

The initial proposal for coordinated intercity service includes two round trips per day from Concordia to Salina. Table 1 presents a breakdown of the schedule for a trip from Concordia to Salina through Minneapolis.

Table 1: Proposed Intercity Schedule – Concordia to Salina

Portion of Trip	Estimated Time
Leave Concordia	8:10 AM
Arrive Highway 81/24 Junction	8:30 AM
Arrive Minneapolis	9:00 AM
Arrive Salina	9:50 AM
Destinations in Salina	9:50 to 11:00 AM
Leave Salina	11:00 AM
Arrive Minneapolis	11:30
Arrive Highway 81/24 Junction	Noon
Arrive Concordia	12:25 PM
LUNCH	
Leave Concordia	1:00 PM
Arrive Highway 81/24 Junction	1:20 PM
Arrive Minneapolis	1:45 PM
Arrive Salina	2:30 PM
Destinations in Salina	2:30 to 3:30 PM
Leave Salina	3:30 PM
Arrive Minneapolis	4:00 PM
Arrive Highway 81/24 Junction	4:30 PM
Arrive Concordia	4:55 PM

Travel times assume an average highway speed of 50 MPH. Stopping at the junction of Highways 81 and 24 would add only about 5 minutes each way of the trip. Stopping in Minneapolis would add approximately four miles and 20 minutes of travel time to each direction of the trip. These estimates include the time driving to the towns as well as 10 minutes picking up or dropping off passengers at their homes.

RIDERSHIP

Assessing the feasibility of coordinated service from Concordia to Salina requires establishing an estimate of travel demand. The presence of relatively few intercity transit options currently within the region makes estimating potential demand difficult for any future routes. The Transit Cooperative

Research Program (TCRP) of the Transportation Research Board provides a model for estimating demand for rural intercity bus services. For the initial purposes of the development of this preliminary concept, the model estimates that approximately 15 passengers per day or 7-8 passengers per vehicle round trip would be realized. In fact, a minimum of 7-8 passengers per trip would likely be required to justify service and cover 50% of the operating costs. Forecasts can best be determined based on discussions with Salina's primary destinations, such as the Regional Health Center or Salina's largest employer – the Schwan Global Supply Chain, Inc., together with current ridership assessments, and county socio-economic characteristics.

Vehicle Size

To satisfy the demand for rides from Concordia to Salina, OCCK may need to acquire an additional large vehicle. Depending on potential ridership, a 12-15 passenger vehicle may be required and would not require OCCK drivers to obtain a commercial driver's license (CDL).

COSTS

Since OCCK will provide the service, operating costs of the longer trip would reflect trip costs representative to the OCCK demand /response service. Table 2 documents current OCCK average operating costs of $2 per mile. The distance from Concordia to Minneapolis is 34 miles, and the distance from Minneapolis to Salina is 24 miles, totaling approximately 70 miles each way or 140 miles round trip. Travel within Salina must also be considered. This distance will vary depending on the number of passengers and their specific destinations. For the purposes of producing a rough estimate of costs, this proposal assumes that travel within Salina will be 10 miles. Thus, the round trip will have a total of 150 miles, and the cost of providing the trip is approximately $300 under current conditions.

Table 2: Trip Operating Cost Estimate

Route Alternative	Round Trip Highway Miles	Miles in Minneapolis and Salina	Total Round Trip Miles	Cost per Mile	Round Trip Operating Cost
Concordia to Salina Through Minneapolis	140	10	150	$2.00	$300

As noted above, the additional service may require OCCK to purchase a 12 to 15-passenger van. A larger vehicle brings with it higher operating costs due to reduced fuel economy and higher cost replacement parts (e.g., tires). The precise increase in operating cost due to the purchase of a new vehicle is difficult to determine due to the number of variables involved, including the price of the vehicle, fuel mileage, price of fuel, level of maintenance, etc. Table 3 shows the resulting operating costs from different magnitudes of vehicle operating cost increases. Estimated operating cost increments assume that vehicle operating costs currently make up 50 percent of total operating costs.

Table 3: Potential Trip Operating Costs Based on Percent Increase Associated with Larger Vehicle

Vehicle Operating Costs Percent Increase	Percent Increase in Trip Costs	Estimated Cost of Providing Trip
Current vehicle	0%	$300
10%	5%	$315
20%	10%	$330
30%	15%	$345
40%	20%	$360
50%	25%	$375

FARES/REVENUE

Current fares between Concordia and Salina are $.10 per mile or approximately $15 round trip. As part of the extended intercity service route a fare increase to $25/round trip is proposed as well as an estimated Highway 81/24 junction to Salina round trip fare of $20 and Minneapolis to Salina round trip fare of $15. Fares for intercity service from Concordia to Salina will need to cover the incremental operating costs that cannot be recovered from state and/or federal grants. From the information in Table 3, the incremental cost for OCCK to provide intercity service between Concordia to Salina may range from approximately $300 per trip to $375 per trip. Assuming round trip fares of $25 $20 and $15 per round trip from Concordia, Highway 24 and Minneapolis respectively, a minimum of 5-7 new customers PER DAY from each location would be needed to cover 50% of the incremental cost.

Table 4: Financial Summary

Annual Operating Expenses, each weekday - 2 daily trips	Annual Revenue (50% share) –Assumes 5 trips per day originating from Concordia, Highway 24 and Minneapolis	FTA Section 5311 Aid (50% average annual operating expense)
$156,000 – $195,000	$78,000	$78,000

KEY CHANGES FOR CUSTOMERS

While the project will increase travel opportunities for customers and increase the potential for farebox revenue for OCCK, it will cause some changes in service:

- The travel time to Salina for Concordia customers' medical trips will increase.
- There will be more stops during the trip to pick up/drop off passengers. Further, there is the potential for Concordia passengers to have a short wait for passengers at the Highway 81/24 junction and at Minneapolis stops.
- Customers in Concordia and along the Highway 81 corridor will gain access to the services and amenities located in Salina.
- Fares would increase as identified above.

To: KDOT Advisory Team

From: Olsson Associates

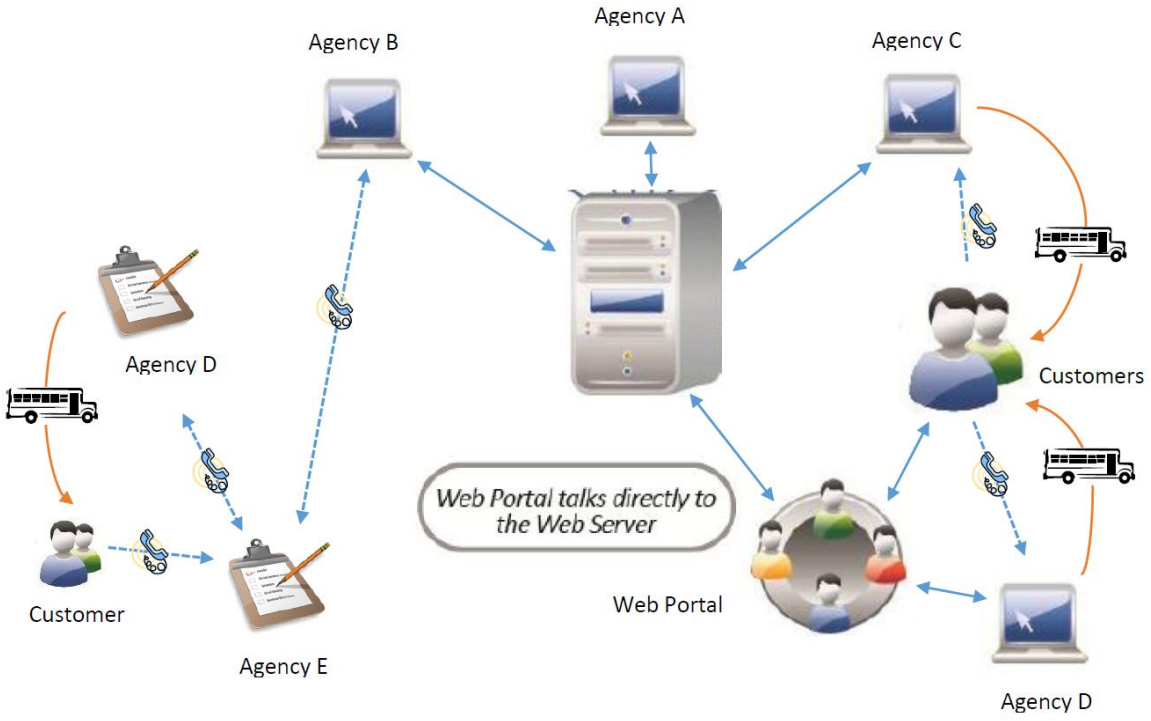
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

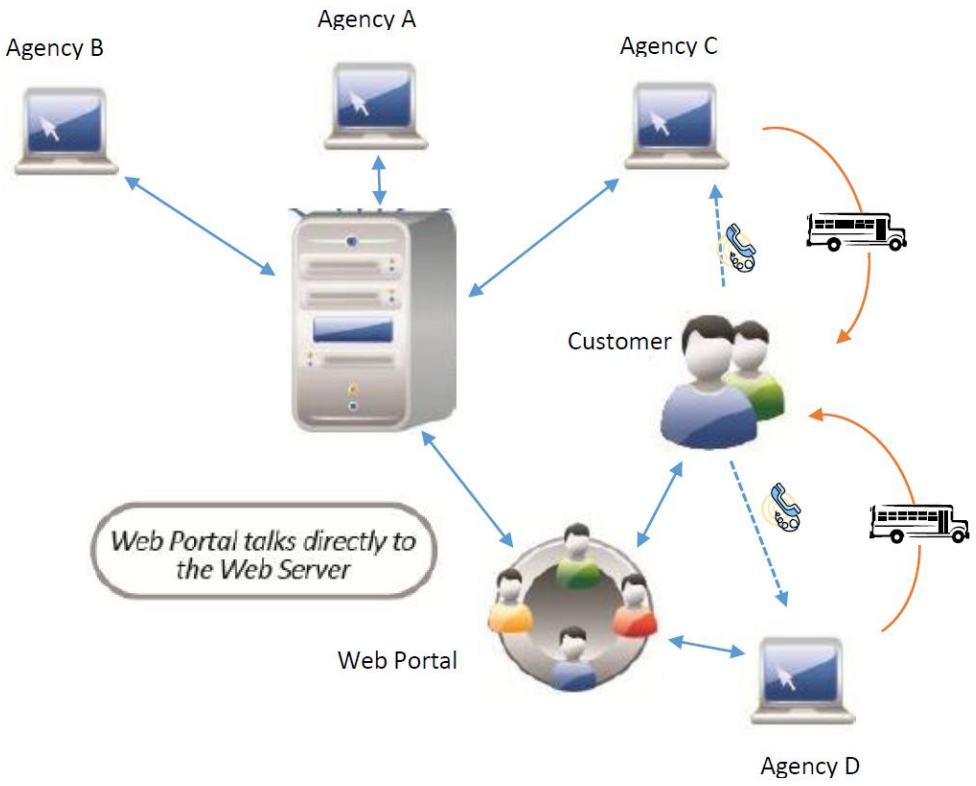
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

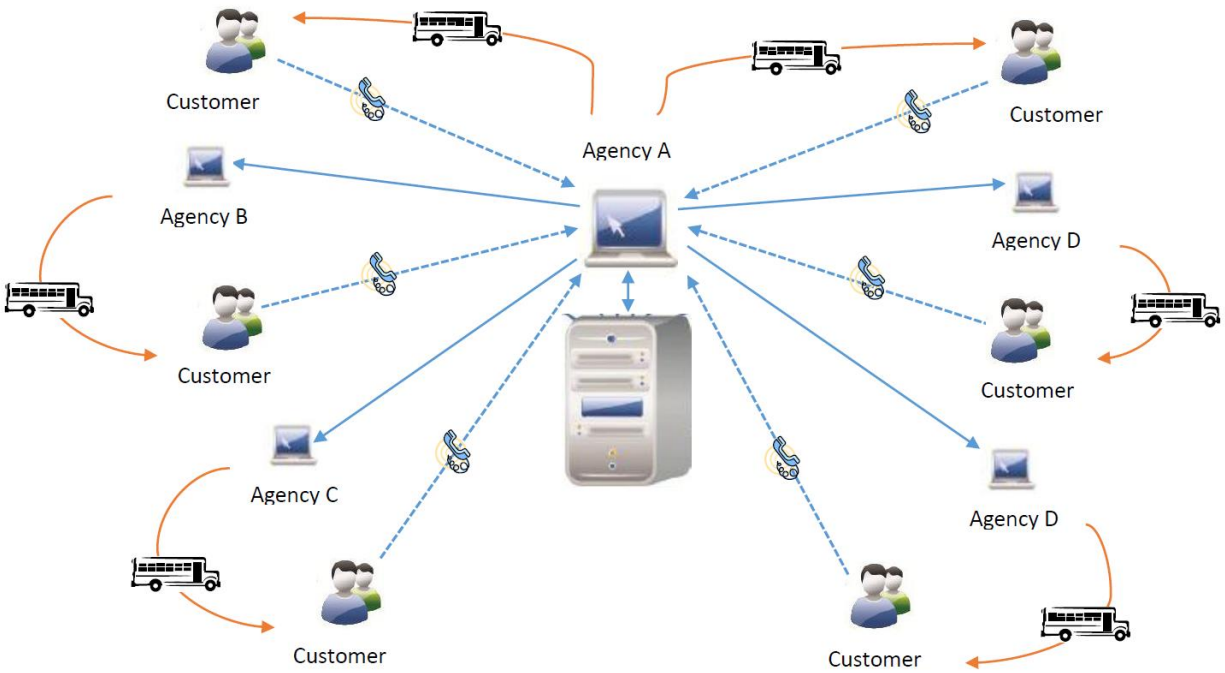
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding providing service outside of their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area, will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the simple relatively low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing delivering service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building that the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect cost, and how to allocate it to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to make sure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case, a Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
	Annual Operating Statistics (Hours, Miles)	15,274.50	260,100.00	
	Operating Unit Cost	$ 59.21	$ 0.80	
		Per Hour	Per Mile	
	Annual Indirect Mileage Cost:	$ 3.01		
		Per Mile		
	Total Cost Per Hour:	$ 123.96		
	Total Cost Per Mile:	$ 7.28		
	Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)	70.32%		
	Fully Allocated Cost for Service:	$ 1,893,447.00		
	Scenerio Costing: Fully Allocated Cost for new or modified service	Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Variable Hour Cost

Variable Mile Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

North Central Regional Committee Meeting
Meeting Notes from Salina

Salina Meeting September 16th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from Republic County, Solomon Valley Transportation, City of Wilson, Central Kansas Mental Health Center, Ottawa County, Lincoln County, OCCK Inc., and Concordia Senior Center were present. Representatives from North Central Flint Hills Area Agency on Aging and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore and Tamara Klein.

Introduction
Josh Powers began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of

Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
There is an opportunity for intra-regional services between Concordia and Salina. Primary travel movements were seen to be concentrated towards Salina. Two transfer stops in Minneapolis and at the Highway 24 junction are also planned on the way to Salina. Service levels are thought to operate once-a-week initially for an estimated annual operating cost of around $34,000. Considering the defined level of service and the potential cost recovery rates, Mark Swope asked stakeholders whether their expected amount of local match would be a reasonable amount of money for their funders to allocate.

Questions/Comments

- In response to the proposed operating characteristics, OCCK representatives felt the intra-regional route could realistically operate from three to five days per week instead of only one trip. The proposed route could also be extended from originating in Concordia to Belleville in Republic County.

- Mark Swope responded to these comments in saying the route planning is in its infancy and can be changed by the group of stakeholders as they see fit. Since the regional route's costs are

allocated based on population, the majority of costs are put on Saline County considering their total population in relation to the other counties in the region. This allocation method is not set in stone either.

- Solomon Valley Transportation reported their interest in the route to Salina. If their Dialysis center discontinues in-town, they will need to make a trip to Salina at least three times per week. Other counties would especially be interested in a route to Salina if feeder routes operated from western counties.

- Concerns were also mentioned by the group regarding current 5311 money and the new money. Mark Swope reminded stakeholders current money will not be affected and the "new" money will be dedicated towards supporting the regional strategies.

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Salina, at the OCCK facility. The position may be under the payroll of OCCK, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- Most stakeholders bought into the idea of having a Mobility Manager in the region, but concerns about funding and region-wide participation were brought up. In response to the $150,000 estimate, Mark Swope clarified the actual total may be lower or higher than that. It just depends on what the region wants the Mobility Manager to be responsible for. These strategies are not being mandated by KDOT, so participation is not required. However, the more counties who choose to opt out of their funding responsibilities, the more other participating counties must pay to offset the remaining costs.

- Some counties have such a tight budget that any new increase in funding must result in a net benefit in cost savings.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Salina. OCCK has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- Cloud County representatives brought up the idea to send itineraries to riders a day before their trip. This would limit the confusion for mostly elderly riders travelling to Salina. While this could potentially be something to implement in the future, Josh Powers said this would fall under the Mobility Manager's responsibilities to create something like this.

- Mark Swope reminded the group this strategy would more than likely not be considered unless a regional route was first initiated. But if a route was not implemented right away, scheduling of current routes could be coordinated.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities,

requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Comments concerning the governance structure included how the Mobility Manager and the transit association would function and the voting structure of the association. Mark Swope made it clear the Mobility Manager may be working for OCCK on paper, but reports to the transit association and works for the good of the North Central Region. In reference to the voting question, Josh Powers told the group KDOT will still be the ultimate authority for distributing funds to the regions. This was the study team's first attempt at creating a governance structure, so there are still elements yet to be finalized. In the end, regions won't change a whole lot from what they are already doing. The most significant change will be in the boundaries of the CTD and the new partners, as a result of the boundary changes.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- Patrick Wallerius, from OCCK, made a point to speak with the group on planning a pre-association meeting to look at who will be represented on the region's board. This meeting

could also gauge the opinions of 5311 providers on proposed strategies and who are likely to invest in the strategies. There is a chance some counties may be interested in supporting one strategy, but not the other. These efforts are important in relation to economic development because people will eventually move elsewhere if they can't travel to where they need to go. Josh Powers said as long as KDOT is informed on any regional updates, such a meeting would not have to include KDOT.

- Local match funding alternatives were identified including grants from The Duclos Foundation in Cloud County and the Salina Greater Community Foundation. Josh Powers thought this could be another opportunity for the board or advisory committee to get together and advertise their regional mission to those groups.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – North Central Regional Committee Meeting 4 **DATE –** 9/16/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Scott Finkbiner PH: 785-527-2235	Hwy Administrator Republic Co.	rpcohwy@nckcn.com
Leanne Eilert PH: 785-738-9501	Admin Assistant Solomon Valley Transportation	leilert@mchks.com
Susan Kriley PH: 785-658-2272	City Clerk City of Wilson	wilsoncy@wtciweb.com
Mike Lynem PH: 785-823-6322 x310	Special Projects Mgr. Central Kansas Mental Health Center	mlynem@ckmhc.org
Connie A. Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Kelsey Pfannenstiel PH: 785-823-1277	North Central Flint Hills Area Agency on Aging	kelseyp@ncfhaaa.com
Amanda Loughridge PH: 785-392-2822	transit manager Ottawa County Trans.	alochd@gmail.com
Al Joe Wallace PH 785-792-6269	Lincoln County Commissioner	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Patrick Wallerius PH: 785/827-9383	OCCK, Inc. VP/CFO	PWallerius@occk.com
Lori Walter PH: 785-827-9383	OCCK, Inc. Funding Coordinator	lwalter@occk.com
Debbie Atkinson PH: 785-826-1583	OCCK, Inc. Transportation Coordinator	datkinson@occk.com
Stephanie Simmons PH: 785-534-2395	Solomon Valley Transportation Board President	SSimmons@mchks.com
Gary Dvorak PH: 785 275 1878	Concordia Senior Center	concordiaseniorcenter@yahoo.com
Mark Swope PH:	OA	
Jon Moore / Tamara Klein PH:	OA	
Josh Powers / Cory Davis PH	KDOT	

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

North Central Regional Committee Meeting #4

September 16, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future

Regional Intercity Service

- Cost Allocation (10% Cost Recovery Rate)

North Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$22,000	$9,000	$22,000	$9,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cloud	9,479	YES	YES	$1,421	$2,035
Ellsworth	6,477	YES	NO	$0	$0
Jewell	3,085	NO	NO	$0	$0
Lincoln	3,240	YES	NO	$0	$0
Mitchell	6,359	YES	NO	$0	$0
Ottawa	6,099	YES	YES	$1,025	$1,467
Republic	4,965	YES	NO	$0	$0
Saline	55,493	YES	YES	$6,821	$9,765

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (25% Cost Recovery Rate)

North Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$18,000	$8,000	$18,000	$8,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cloud	9,479	YES	YES	$1,184	$1,798
Ellsworth	6,477	YES	NO	$0	$0
Jewell	3,085	NO	NO	$0	$0
Lincoln	3,240	YES	NO	$0	$0
Mitchell	6,359	YES	NO	$0	$0
Ottawa	6,099	YES	YES	$854	$1,296
Republic	4,965	YES	NO	$0	$0
Saline	55,493	YES	YES	$5,684	$8,628

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (50% Cost Recovery Rate)

North Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$12,000	$5,000	$12,000	$5,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cloud	9,479	YES	YES	$790	$1,403
Ellsworth	6,477	YES	NO	$0	$0
Jewell	3,085	NO	NO	$0	$0
Lincoln	3,240	YES	NO	$0	$0
Mitchell	6,359	YES	NO	$0	$0
Ottawa	6,099	YES	YES	$569	$1,011
Republic	4,965	YES	NO	$0	$0
Saline	55,493	YES	YES	$3,789	$6,734

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Mid-term (2016 – 2017)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

North Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cloud	9,479	YES	YES	$0	$3,207
Ellsworth	6,477	YES	NO	$0	$2,327
Jewell	3,085	NO	NO	$0	$0
Lincoln	3,240	YES	NO	$0	$1,378
Mitchell	6,359	YES	NO	$0	$2,293
Ottawa	6,099	YES	YES	$0	$2,216
Republic	4,965	YES	NO	$0	$1,884
Saline	55,493	YES	YES	$0	$16,695

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

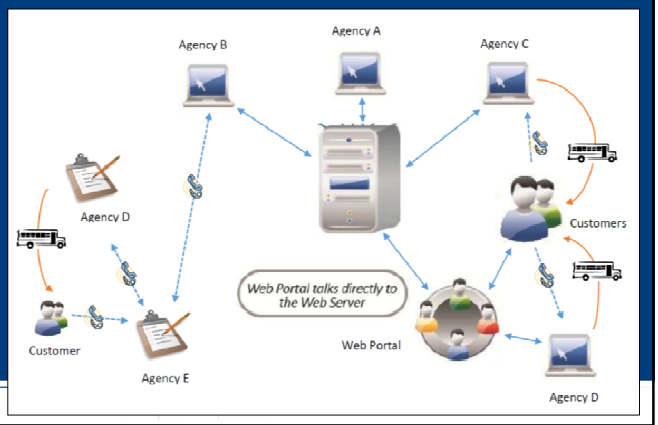
- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

❖ Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
❖ Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

North Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cloud	9,479	YES	YES	$412	$412
Ellsworth	6,477	YES	NO	$281	$281
Jewell	3,085	NO	NO	$0	$0
Lincoln	3,240	YES	NO	$141	$141
Mitchell	6,359	YES	NO	$276	$276
Ottawa	6,099	YES	YES	$265	$265
Republic	4,965	YES	NO	$216	$216
Saline	55,493	YES	YES	$2,410	$2,410

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

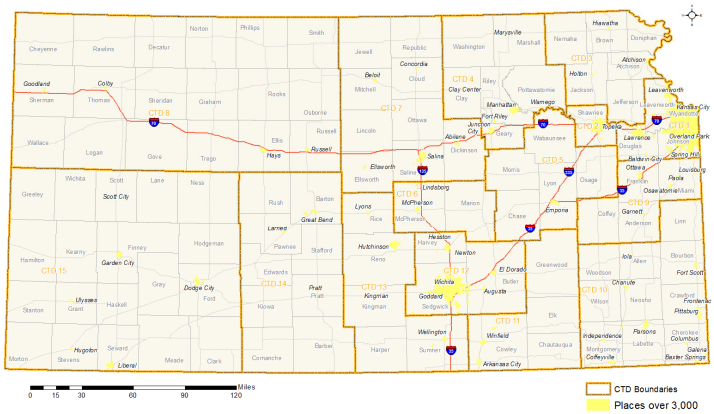
Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



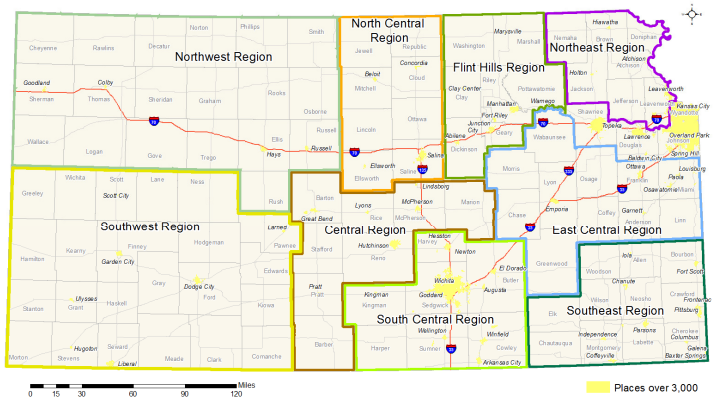
Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

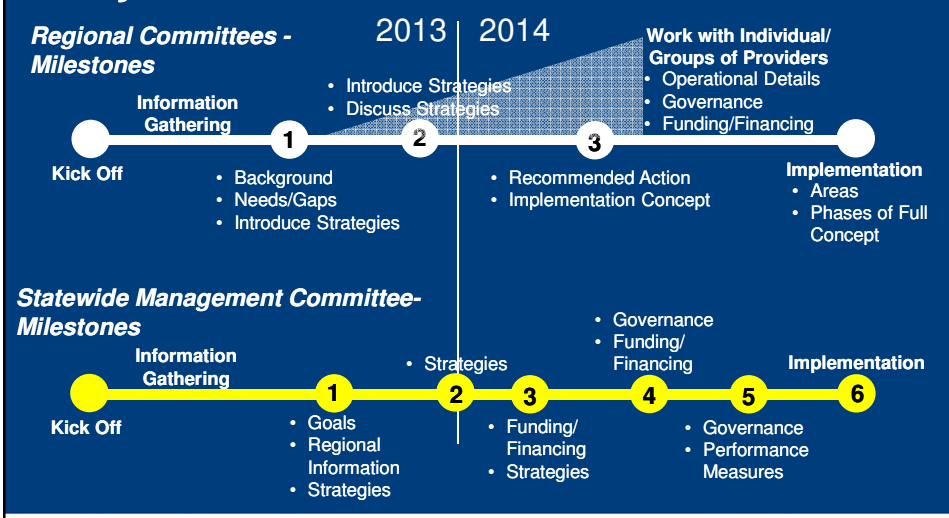
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

North Central Regional Committee Meeting #4

September 16, 2014

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – North Central Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)
- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

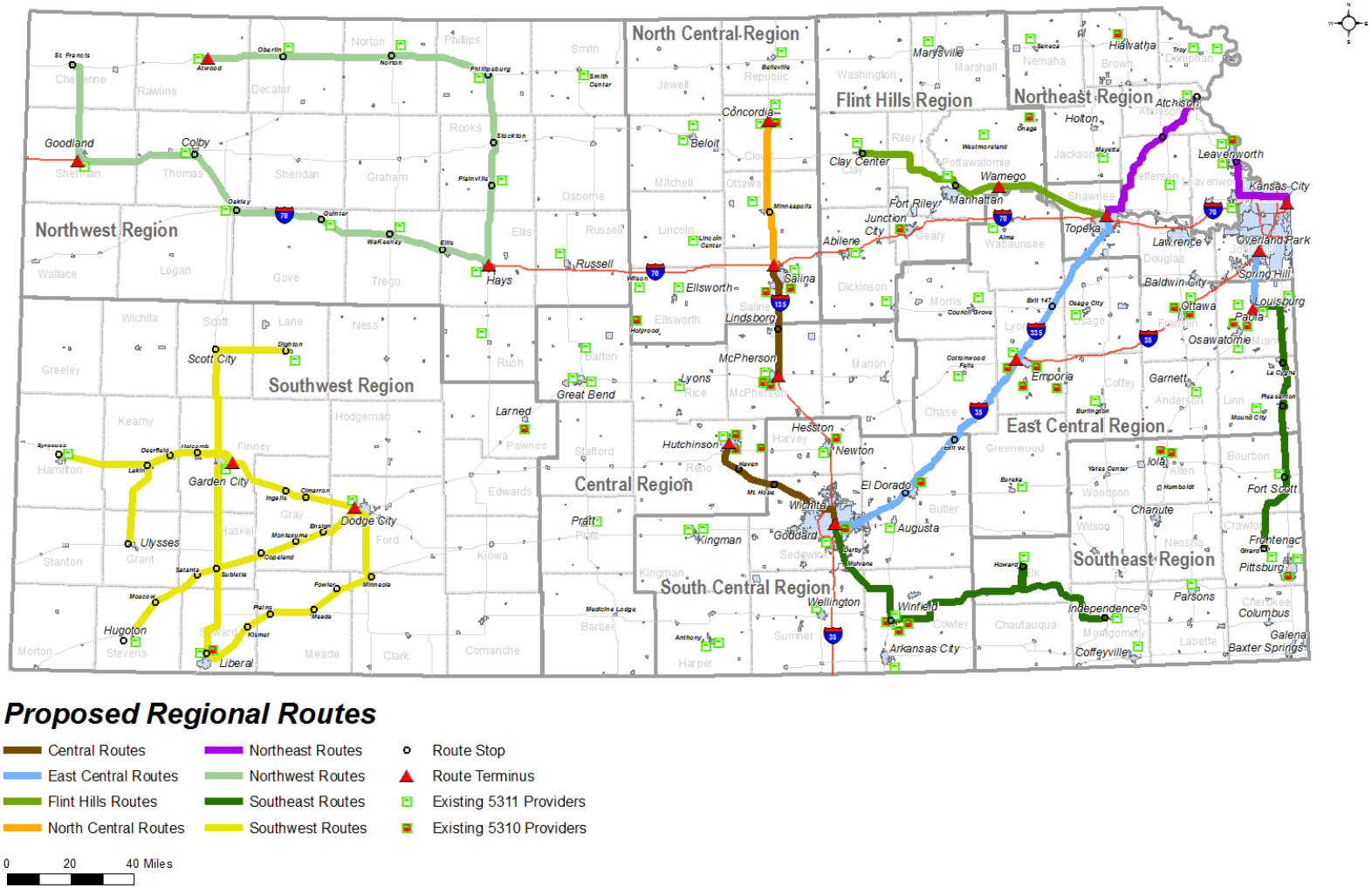
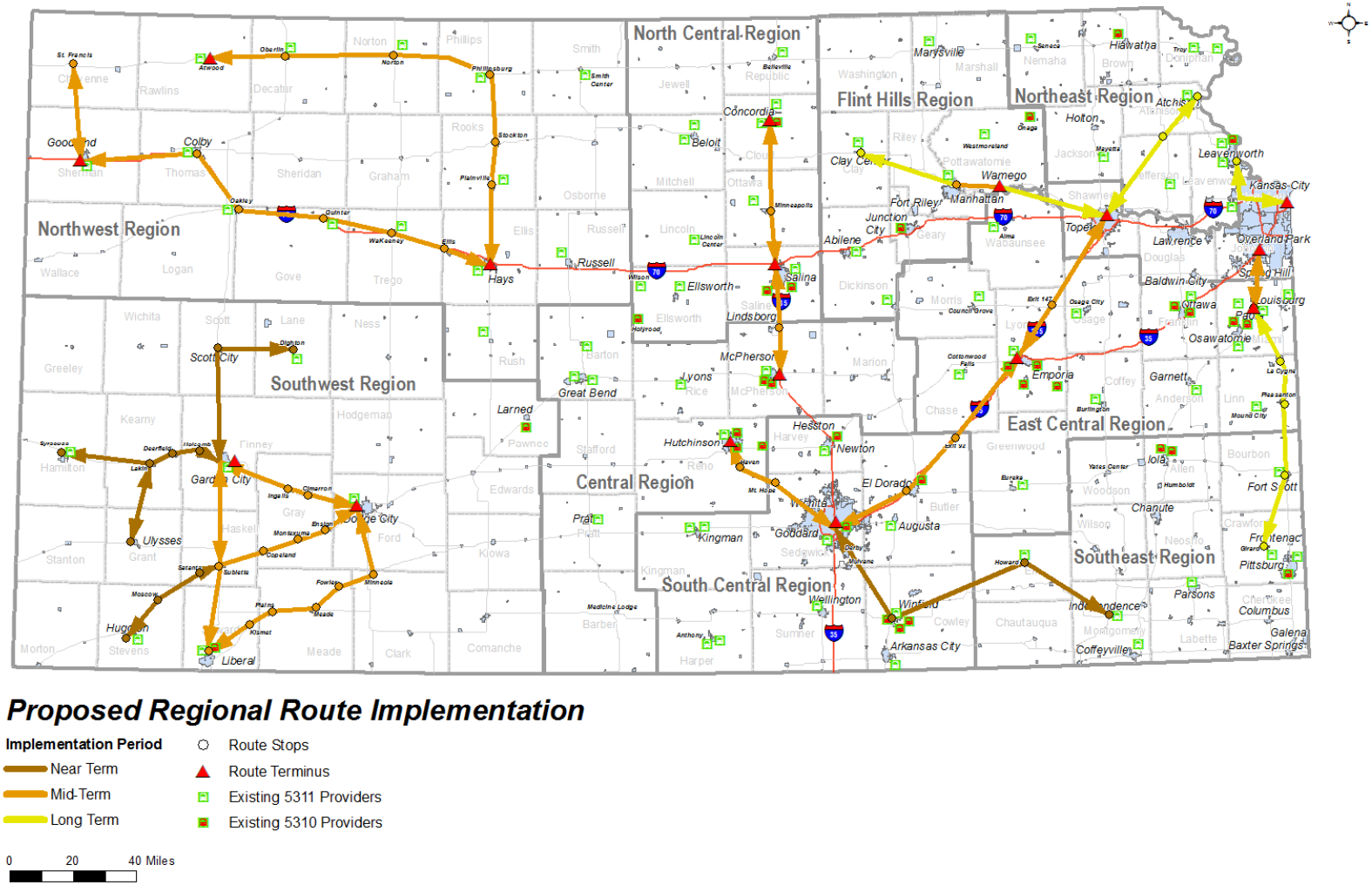


Figure 2 Proposed Regional Route Implementation



North Central Region

The North Central regional route connects the northern section of the region with the main activity center of Salina. The route travels along highway 81, with two stops: one in Minneapolis, and the other at the Highway 24 junction. The stop at the Highway 24 junction increases the route travel time by approximately 5 minutes each trip, while the addition of a stop in Minneapolis will add approximately 20 minutes to each trip leg.

OCCK, based in Salina, currently operates service throughout the entire North Central Region. Their service capabilities include offering trips to Salina from Cloud and Ottawa Counties. The purpose of this route would be to formalize this connection into a regularly scheduled route. In addition to OCCK's demand response service within the region, it also operates and manages the Salina CityGo local fixed route system. The existing capabilities and capacities of the OCCK makes them the most qualified provider to operate the route from Concordia to Salina. Cost estimates for operating the North Central Route is based on the annual cost per mile established by OCCK of nearly $2.00.

Figure 3 North Central Regional Route Alignment

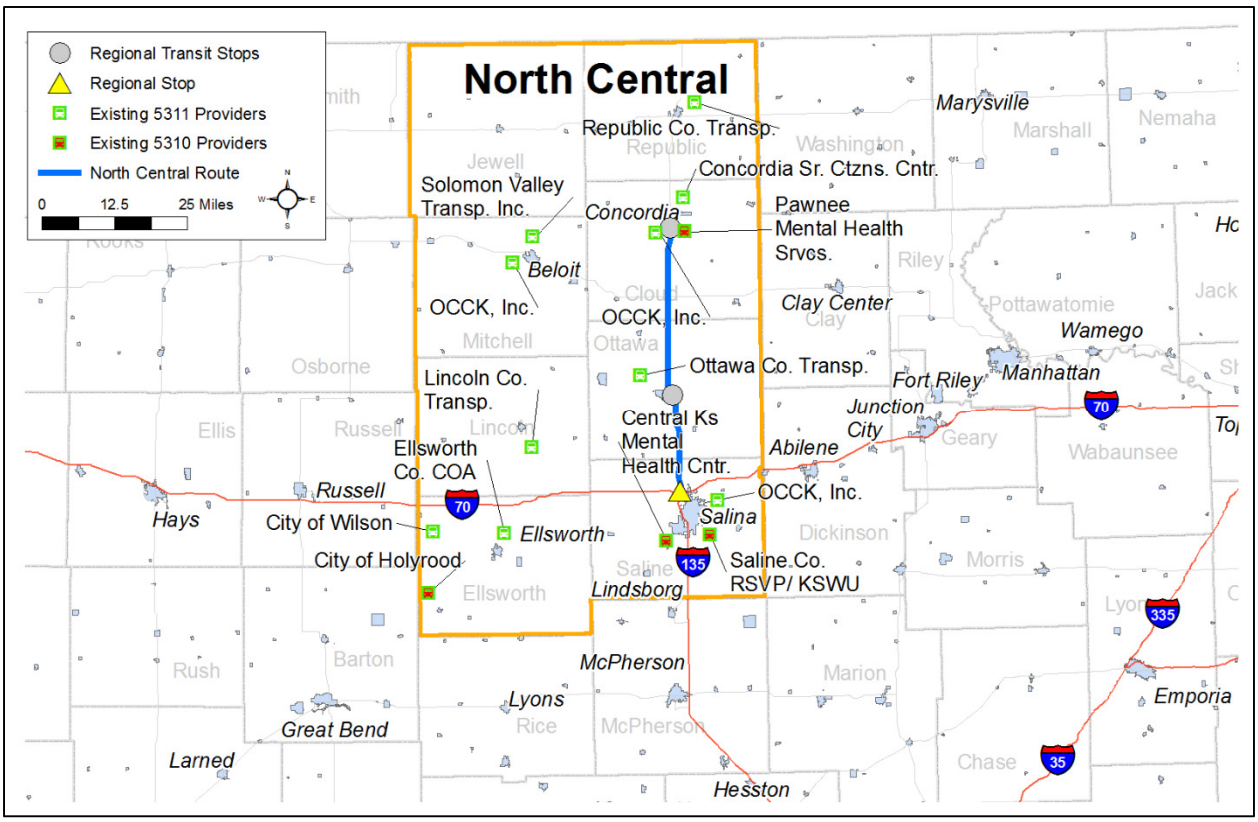


Table 1 North Central Regional Route Quantitative Evaluation

	North Central Route		
Trips/week	**1x**	**2x**	**4x**
Estimated Annual Ridership	556	778	1,089
Annual Operating Cost	$34,320	$68,640	$137,280
Annual Operating Cost per Rider	$62	$88	$126
Capital Cost	One Vehicle		
Average Fare (50% Cost Recovery)	$31	$44	$63
Average Fare (25% Cost Recovery)	$16	$22	$32
Average Fare (10% Cost Recovery)	$7	$10	$13
Travel Time	1 hour 15 min.		
Mileage	83		
Intercity Stops Population	7,692		
Activity Center (Population)	Salina (45,654)		

Major Trip Generators

Salina has major medical facilities including dialysis, social service agencies, and education facilities including Kansas Wesleyan University, Brown Mackie College and Salina Area Technical College.

As for the regional provider, OCCK operates a robust fixed-route service within Salina, as well as its basic demand response services via 5311 funding. They are the natural choice to host the regional route, and have available vehicles to operate the new service. Depending on demand, an additional 20-passenger bus may be necessary in order to avoid the higher operating cost of replacing current stock with a larger transit vehicle.

Current Coordination Level

Current coordination is at a moderate level, with providers actively working together to informally reduce redundancies in service. Also some inter-regional coordination exists between Flint Hills ATA and Concordia.

Level of Coordination Needed

Coordination between OCCK and local providers in Concordia will need to be formalized in order for a partnership to emerge for the regional route.

Stakeholder Response

During the last set of meetings in April, stakeholders did express concerns on who would be responsible for the costs associated with the new route. If the route were to be implemented, a 30 percent local match would be expected for those counties receiving service from the regional route. In this case, that would be Cloud, Ottawa and Saline Counties.

Proposed Implementation Period

After evaluating both the quantitative and qualitative information for the Concordia to Salina Route, the concept was seen as potential mid-term strategy for the Central Region. Considering OCCK is operating similar service currently, the transition to formalizing service should have less difficult than other regions. Once operation begins, frequency of service one day per week should allow for a reasonable fare. If demand surpasses capacity for one trip per week, operating twice per week would still allow for a reasonable fare.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

North Central Region

In the North Central Region, OCCK, Inc. has indicated a willingness and ability to house the mobility manager on a contractual basis. This arrangement is suitable to several other transit providers in the region. The North Central mobility manager would be a full-time position charged to coordinate longer-distance or regional transit trips among regional transit providers, and external providers. In addition, the North Central Region mobility manager would work with major medical providers, employers, and social service agencies within the region to better match transit service to trip patterns and regional demand. The central region mobility manager would also be a resource for those jurisdictions that are currently without transit, but may desire transit either by working with KDOT to develop an in-house transit provider, or purchasing transit services from a nearby provider. At the direction of a regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently

assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- "Option 1" - Focusing centralize scheduling efforts to regional or long-distance trips
- "Option 2" - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other's trips, making coordination and trip chaining easier.
- "Option 3" - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency's discretion, contracting dispatching and scheduling services to other agencies.

North Central Region

OCCK had indicated a willingness to serve as a point agency to administer the coordinated scheduling software. Solomon Valley and Concordia Senior Center could serve as partner agencies.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX F – NORTHEAST CTD MATERIAL

NORTHEAST REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM HORTON

Horton Meeting August 27, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Doniphan County Services and Workskills, City of Bonner Springs, Project Concern, Independence Inc., the Guidance Center, Head Start Transportation – NEK-CAP, Prairie Band Potawatomie Nation, Nemaha County Transit, Doniphan County Transit and Jefferson County Service Organization. Independence Inc. and the Guidance Center are recipients of 5310 funding.

Josh Powers, Cory Davis, Stacey Cowen and Connie Spencer represented KDOT Transit.

Josh Powers and Tom Worker-Braddock from Olsson facilitated the meeting, with support from Jeff Benson and Julia Suprock of URS.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work. The end product of this phase of the business model update is implementation of the preferred strategy.

Tom Worker-Braddock led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

The Region

Nemaha County Transit: Operates demand/response service primarily within the county limits and serves all trip purposes. Some trips do go outside the county to Marysville, Hiawatha and Topeka. Service runs Monday through Friday from 8:00 AM to 4:30 PM. Service is managed by Fern Odum and carries just over 1,000 trips per month. Nemaha County has tried some coordination with other providers in the past but only to a very limited extent.

Jefferson County Service Organization: Operates Demand/response within the county but does serve trips to Kansas City, Lawrence and Topeka. Service runs Monday through Friday from 8:00 AM to 4:00 PM. Service is managed by Lynn Luck and carries around 400 trips per month. The agency has had no experience with coordinating services with other agencies but has had some experience in coordinating dispatch capabilities.

Doniphan County Service and Workskills (DCSW): Operates primarily within Doniphan County but has served trips as far away as near St. Louis. Doniphan County Services & Workskills trips are primarily to St. Joe. Very little demand exists to go north to Nebraska. Service runs Monday through Friday from

6:00 AM to 9:00 PM and weekends, from 9:00 AM to 9:00 PM. DCSW carries around 440 trips per month. DCSW and Doniphan County Transit provide all of the trips within the county and together, satisfy all of the county transit needs. DCSW has had no experience with regional coordination with other regional providers.

Doniphan County Transportation: Operates within a 100-mile radius of Troy KS and to as far as Kansas City, Topeka, Leavenworth, Cameron MO and Falls City NE. Many of the trips go to St. Joseph or Kansas City for groceries or medical purposes. Service runs Monday through Friday from 8:00 AM to 5:00 PM. Service is administered by Julie Simmons and carries around 150 trips per month. Doniphan County has no traffic signals, no grocery store, no pharmacy, no hospital or medical facilities in the entire county but has large demand for transit services. Doniphan County would welcome regional coordination. Current service seems to accommodate the current needs but distance and time are major obstacles to efficient service. Trips are provided to Kansas City 5-10 times/week and to Topeka once/week. These trips take a lot of time for only 1 or 2 passengers at the most. Sometimes the large buses don't make sense. Minivans would better serve demand. The county is open to the possibility of coordinated dispatching. The county used pick up Brown County residents for Medicare trips but KDOT couldn't allow prioritizing medical trips and the commissioners would not open up the service for other purposes.

City of Bonner Springs: Operates within the Bonner city limits and Western Wyandotte County and for special trips within a 50-mile radius. Service runs Monday through Friday from 8:30 AM to 4:30 PM and carries about 670 trips per month. The city has coordinated occasionally with other providers for rides that go beyond Kansas City.

Prairie Bend Potawatomie Nation: Operates within Shawnee and Jackson Counties and the Potawatomie Reservation. Service runs Monday through Friday from 7:00 AM to 4:00 PM and carries about 240 trips per month. The Prairie Bend Potawatomie Nation provides trips from Holton to Mayetta trips but not to Topeka because demand to Topeka would far outweigh the available resources to accommodate it

Project Concern: Operates primarily within Atchison County but will accommodate trips as far away as 30 – 40 miles. Service runs Monday through Friday from 8:00 AM to 5:00 PM. Service is administered by Earline Southard and carries around 540 trips per month. Project Concern has had no experience with regional coordination with other providers.

Current Coordination: Nemaha, Marshall and Doniphan Counties have tried some regional coordination in the past, but not often ("maybe 3 times in 24 years"). Jefferson County will pick up in Jefferson County and has coordinated dispatch capabilities. Atchison County only provides rides within the county but will refer riders to other services outside the county. Otherwise Atchison County does not directly coordinate with the other services. People sometimes use services that are not technically part of their own jurisdictions because they see the service and are familiar with it.

Opportunities:
Generally, greater rider education is needed with respect to transit options and services that are available.

Brown County has no transit service. The Brown County Commissioners do not see transit as necessary. As a result, Doniphan County has daily requests for Brown County trips but must deny service to Brown County residents. Some petitions are being circulated by local stakeholders for transit service in Brown County.

While Nemaha, Doniphan and Jefferson Counties are interested in regional coordination possibilities, funding, manpower and customer service are potential concerns/barriers. Centralized dispatch might reduce current customer service levels. Today's demand can be accommodated through radio dispatch and no one is stranded. Centralized dispatch and coordinated services would also require financial agreements and arrangements among the providers in the Northeast region.

The NEKCAP Headstart representative suggested assessing the potential for a fixed route system with once a week service to the south.

(Prairie Bend Potawatomie Nation noted that they have 3 vans, not 2 as identified on the boards).

Kansas Department of Transportation NC 8/27/13

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - NORTHEAST DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Libby Helms PH: 785.742.2222 ext 204	Head Start Transportation Coordinator NEK-CAP, Inc	lhelms@nckcap.org
Paula Kuehn PH: 785-966-2995	Prairie Band Potawatomi Assistant	paulak@pbpnation.org
Diane Yungbauns PH: 785-336-3091	Nemaha County Transit Director	ncss.nct@gmail.com
Julie Simmons PH: 785-985-2380	Doniphan County Transportation Administrator	jmsimmons@rainbowtel.net
Lynn Luck PH: 785-863-2637	Jefferson Co. Service Org Director	mlluck23@yahoo.com
PH:		
PH:		
PH:		

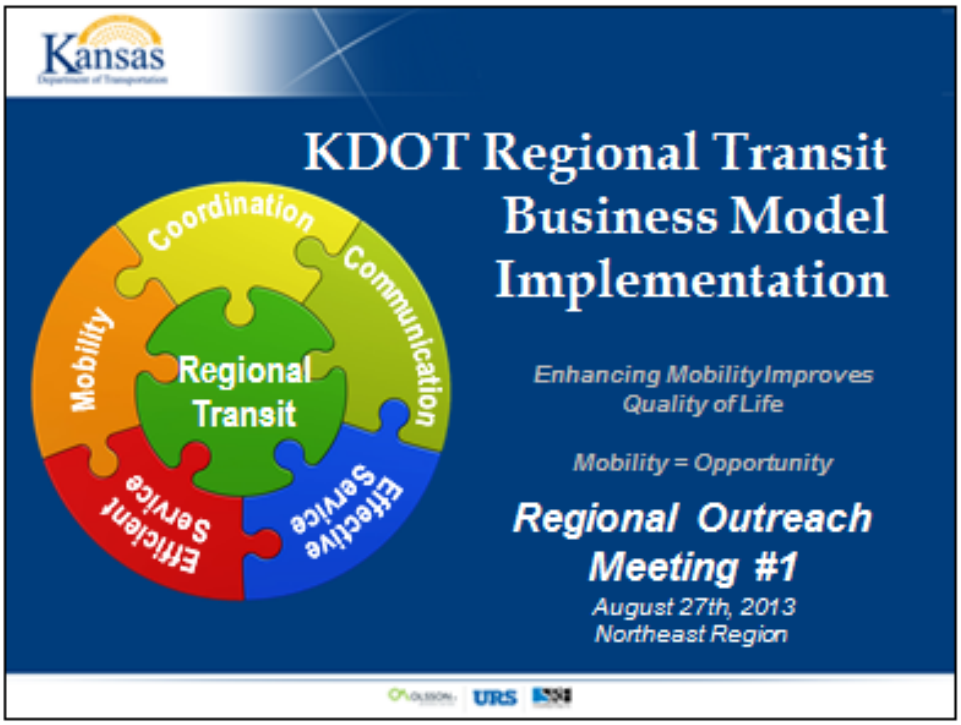
Kansas Department of Transportation NC 8/27/13

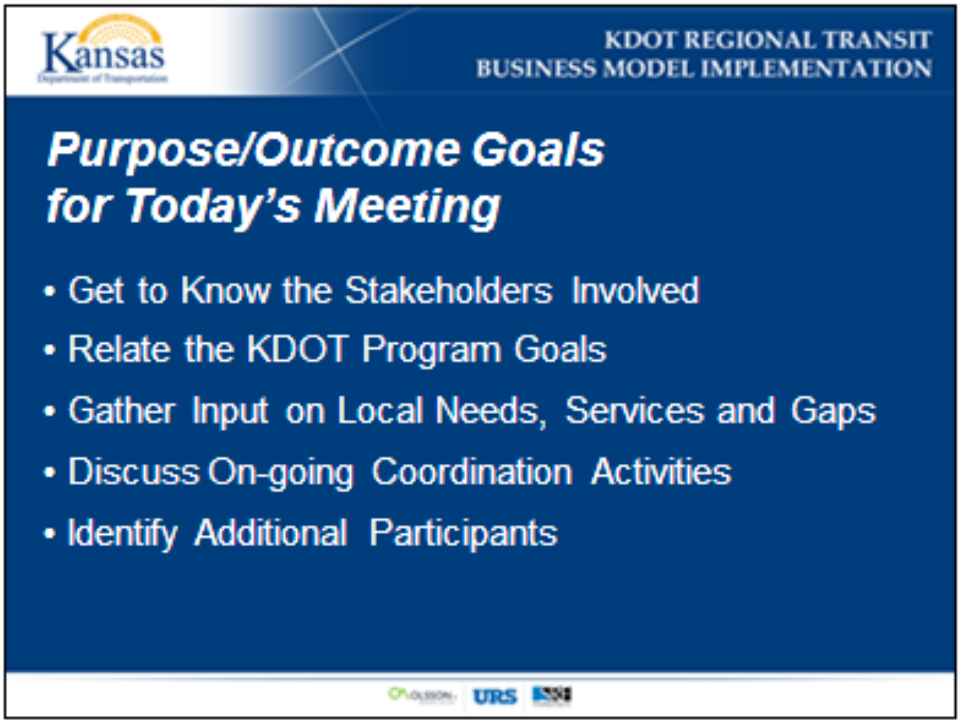
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - NORTHEAST DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Libby Helms PH: 785.742.2222 ext 204	Head Start Transportation Coordinator NEK-CAP, Inc	lhelms@nckcap.org
Paula Kuehn PH: 785-966-2995	Prairie Band Potawatomi Assistant	paulak@pbpnation.org
Diane Yungbauns PH: 785-336-3091	Nemaha County Transit Director	ncss.nct@gmail.com
Julie Simmons PH: 785-985-2380	Doniphan County Transportation Administrator	jmsimmons@rainbowtel.net
Lynn Luck PH: 785-863-2637	Jefferson Co. Service Org Director	mlluck23@yahoo.com
PH:		
PH:		
PH:		

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #1
August 27th, 2013
Northeast Region
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Purpose/Outcome Goals
for Today's Meeting
• Get to Know the Stakeholders Involved
• Relate the KDOT Program Goals
• Gather Input on Local Needs, Services and Gaps
• Discuss On-going Coordination Activities
• Identify Additional Participants
OLSSON
URS
SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

NORTHEAST REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM HORTON

Horton Meeting December 11, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Doniphan County Services and Workskills, City of Bonner Springs, Project Concern, JCSO, the Guidance Center, NEK-CAP, Prairie Band Potawatomie Nation, Nemaha County Transit, Doniphan County Transportation, Leavenworth County COA, Kanza Mental Health, and the Jefferson County Service Organization. The Guidance Center and Kanza Mental Health are recipients of 5310 funding.

Josh Powers, Cory Davis and Scott Lein represented KDOT.

Josh Powers of KDOT and Jeff Benson of URS facilitated the meeting with support from Mark Swope and Tom Worker-Braddock from Olsson Associates.

Transit Coordination Project – Regional Meeting #2 Overview

Josh Powers provided an introduction to the meeting, the context of the current work to the project and a summary of future steps. He indicated that this is the 2nd of what will likely be 4 rounds of regional meetings. He said that the 3rd meeting would occur in the spring to discuss detailed strategy proposals and the likely 4th meeting would occur in the fall of 2014 to discuss governance and financial considerations. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns.

Jeff Benson led the presentation and discussion. He provided a summary of the goal of the second meeting of the regional committee, the needs survey results and the high priority needs of the region as determined by the survey as well as related potential strategies to address the high priority needs. The presentation is attached following the notes pages and sign-in sheets.

Jeff presented the 3 high priority needs of the Northeast region:

- Need to establish/continue regular communication between stakeholders in region.
- Need to assess the feasibility of "some level of service" in Brown County, presently without service.
- Need to establish a link between local service and inter-regional transit service.

Need to establish/continue regular communication between stakeholders in region.

For the first identified high priority need, three potential strategies were presented for consideration and discussion:

- Consider using regular regional meetings to provide opportunities to share thoughts on coordination and improve communications among providers.
- Designate a mobility manager that coordinates communication among all transportation providers in the region.
- Assess the potential for a Central Dispatch System to serve the region.

Several points of discussion focused on these three strategies:

- It was mentioned that the CTD currently has quarterly meetings but service providers may not all be familiar with specific trips that are provided through the region.
- Centralized dispatch would need to be appropriate for the specific needs of the region. Centralized dispatch could range from covering all trips in the region to just long-distance (multi-jurisdictional, multi-regional) trips: local trips could continue to be covered as they are today. One possibility could be to use the Horton KDOT office for centralized dispatch. Currently, Doniphan County is the only provider that goes to every county in the region.
- Provider: everyone has different hours so will agencies be required to change hours? Josh Powers responded that KDOT has no desire to require providers to change hours to match others.
- KDOT will bring resources to assist in regionalization. A mobility manage could be important as an impartial position that would assign rides to providers as they make sense. KDOT will not be reducing dollars to any one provider but intends to add dollars to improve regionalization.

Need to assess the feasibility of "some level of service" in Brown County, presently without service.

For the second identified high priority need, three potential strategies were presented for consideration and discussion:

- Designate a Mobility Manager to assess current geographic coverage, identify geographic service gaps, and recommend expansion strategies to cover the gaps.
- Work with jurisdictions (such as Brown County) to consider modification of- governance policies to allow expansion of service provision.
- Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as the Highway 75 corridor.

Points of discussion regarding these strategies included the following:

- Doniphan County sees much demand originating from Brown County. Residents of Brown County need to be convincing elected officials of the latent demand.
- Brown County has a new dialysis center which can be served by nearby counties that have transit service, but there's no transit available to Brown County residents.
- With respect to questions about governance and funding, Josh Powers indicated that those elements will be address in the fall of 2014, once potential recommendations have been agreed upon.

Need to establish a link between local service and inter-regional transit service.

For the third identified high priority need, two potential strategies were presented for consideration and discussion:

- Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as the Highway 59/4 corridor or the Highway 75 corridor.
- Assess the potential for cost-sharing for coordinated trips from multiple providers to Topeka.

Several points of discussion focused on these strategies:

- Demand for regional service to the Kansas City International Airport could be better served by regional routes. Airport drop-offs/pick-ups are currently problematic due to rules about serving the airport and potential competition with taxi and other limo services.
- Leavenworth County does not allow trips are of the county so a fixed route to outside, higher-demand- locations would be helpful. Leavenworth has a nice office that could potentially serve as a waiting room for a local circulator bus or for long-distance providers. Leavenworth Commissioners would need to be educated with respect to potential services, costs and benefits of participating in services to outside of the county limits.
- The Guidance Center indicated that service between Atchison and Leavenworth could by on demand.

With respect to more general issues, Josh Powers indicated that CTDs will be replaced by the newly designated regions. “Branding” of public transportation would likely occur through a regional means, possibly in conjunction with the establishment of a mobility manager for the region. Fares and fare structures will have to be addressed as new multi-provider and intra-regional and inter-regional route services are implemented.

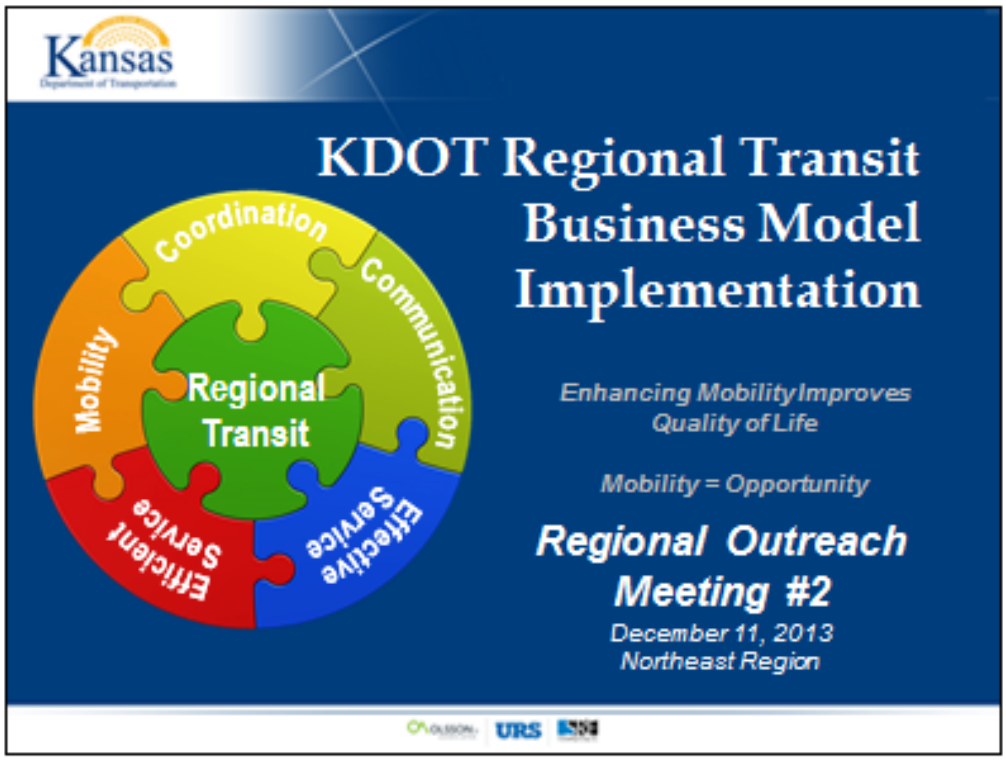
Jeff Benson concluded the discussion by indicating the next steps of the project:

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #2 **NORTHEAST**

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Nick Sweet PH:	The Guidance Center	
Linda Karpierz PH:	Leavenworth Co COA	
Laura Elkins PH: 913 684 0782	LVCO COA	
Julie Simmons PH: 785-985-2310	Doniphan County Trans	jmsimmons@rainbowtel.net
Tom W-B PH:		
Chris Boraker PH: 913 667-1220	Bonner Spring Tiblow Transit	deputycityclerk@bonnerspring.o
Lueda Whittaker PH: (913) 365-5561 Ext 14#	DCSW	lwhittak@dcsw.org
Diane Yunghans PH: 785-336-3091	Nemaha Transit	ncss.net@gmail.com
Virginia Freese PH:	Ranza	
Jeanette Collier PH: 785-742-2222 ext 240	NEK CAP, Inc.	jcollier@nekcap.org
Lynn Luck PH: 785-863-2637	JCSO	mlluck@yahoo.com
Paula Keeler 785 966-2995	Prairie Band Potawatomi Nation	paulak@pbpnation.org
Celeste Weber 785 PH: 966-2995	Prairie Band Potawatomi Nation	celestew@pbpnation.org
Earline Sanchez PH: 913-367-4655	Project Concern Administrator	project@lunworth.com


Kansas
Department of Transportation
KDOT Regional Transit
Business Model
Implementation
Coordination
Communication
Mobility
Regional
Transit
Efficient
Service
Effective
Service
Enhancing Mobility Improves
Quality of Life
Mobility = Opportunity
Regional Outreach
Meeting #2
December 11, 2013
Northeast Region
OLSSON
URS
SRF

Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
What Are the Market Needs in the Regions?
Potential Customers
Geography/Service Areas
What are the Resources:
Services/Facilities/ Vehicles/ Staff
Technology
Funding
Gaps
Potential Directions/ Concepts
Review Alternatives:
Address Needs (Priorities)
Relative to Other Performance Measures
Coordination Requirements
Partnering Opportunities
Organization/ Governance Changes
Operating
Funding/Oversight at Local Level
Develop Implementation
Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
Public Transit:
Fixed Route
Demand-Response
Deviated Fixed Route
Elderly/Handicapped Services
Volunteer Drivers
Taxi
Carpools/Vanpools
OLSSON
URS
SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the Following High Priority Needs:
  - Regular communication between stakeholders in region.
  - Service in Brown County.
  - Link between local service and inter-regional transit service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Northeast Identified High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to assess the feasibility of "some level of service" in counties presently without service.
- Need to establish a link between local service and inter-regional transit service.

Other:

- Need to enhance the perception of transit service.
- Need to address insufficient geographic coverage.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
  - Consider using regular regional meetings to provide opportunities to share thoughts on coordination and improve communications among providers.
  - Designate a mobility manager that coordinates communication among all transportation providers in the region.
  - Assess the potential for a Central Dispatch System to serve the region.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address Moderate Priority Needs

- Need to assess the feasibility of "some level of service" in counties presently without service.
  - Designate a Mobility Manager to assess current geographic coverage, identify geographic service gaps, and recommend expansion strategies to cover the gaps.
  - Work with jurisdictions (such as Brown County) to consider modification of governance policies to allow expansion of service provision.
  - Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as the Highway 75 corridor.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish a link between local service and inter-regional transit service.
  - Assess the potential for region-wide intercity flexible-fixed routes serving primary regional corridors such as the Highway 59/4 corridor or the Highway 75 corridor.
  - Assess the potential for cost-sharing for coordinated trips from multiple providers to Topeka.

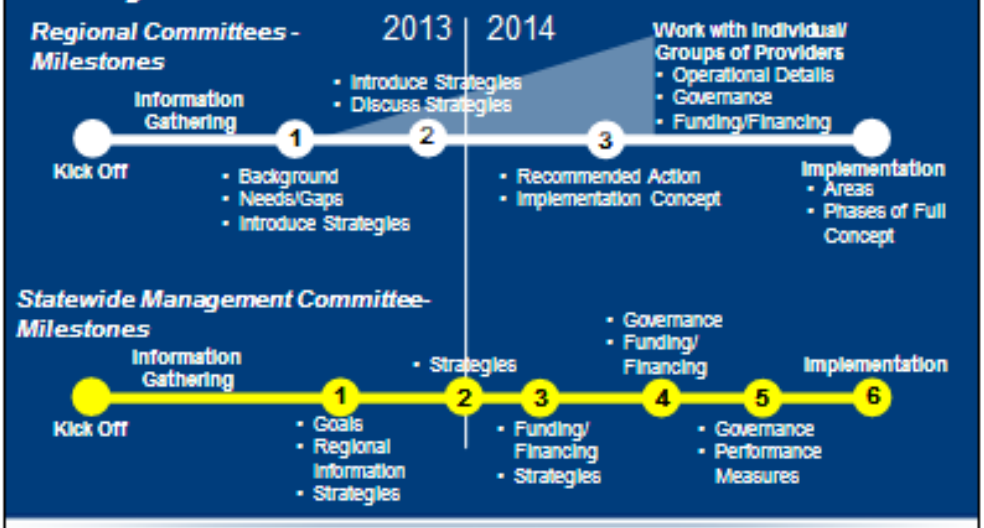
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



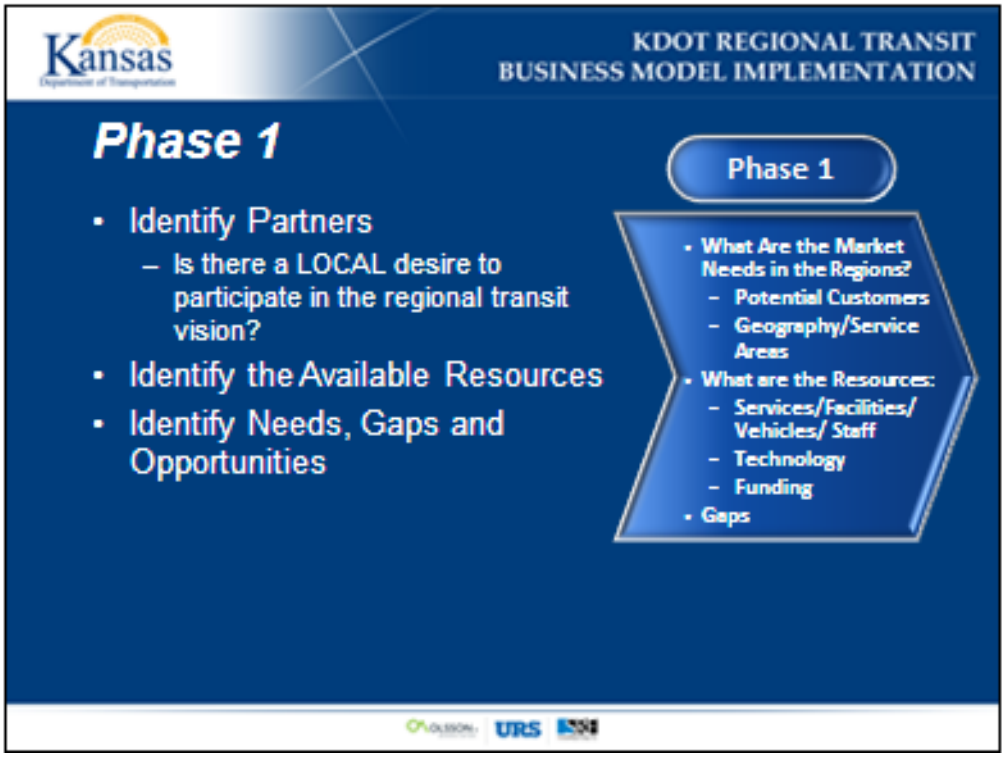
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Steps
Phase 1
Phase 2
Phase 3
• What Are the Market Needs in the Regions?
– Potential Customers
– Geography/Service Areas
• What are the Resources:
– Services/Facilities/ Vehicles/ Staff
– Technology
– Funding
• Gaps
• Potential Directions/ Concepts
• Review Alternatives:
– Address Needs (Priorities)
– Relative to Other Performance Measures
• Coordination Requirements
• Partnering Opportunities
• Organization/ Governance Changes
– Operating
– Funding/Oversight at Local Level
• Develop Implementation
• Organize Implementation Programs and Evaluation
Is there the Local Desire to Participate?
• Public Transit:
– Fixed Route
– Demand-Response
– Deviated Fixed Route
• Elderly/Handicapped Services
• Volunteer Drivers
• Taxi
• Carpools/Vanpools
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Phase 1
• Identify Partners
– Is there a LOCAL desire to participate in the regional transit vision?
• Identify the Available Resources
• Identify Needs, Gaps and Opportunities
Phase 1
• What Are the Market Needs in the Regions?
– Potential Customers
– Geography/Service Areas
• What are the Resources:
– Services/Facilities/ Vehicles/ Staff
– Technology
– Funding
• Gaps
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination

Service
- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management
- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance
- Vehicles
- Facilities
- Fuel
- Tires

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider	Service Contracting	Collaboration between Providers
Trip Scheduling Vehicle Dispatching Internal: • Drivers • Maintenance • Vehicle Ownership Marketing/Education Administration	One Area Purchases Services from another Provider: • Trip Scheduling • Vehicle Dispatching • Drivers • Maintenance • Vehicle Ownership • Marketing/Education • Administration May Not Purchase All Services: • Administration • Trip Scheduling • Marketing/Education	Independent Providers Function-based – Not Organization-based Multiple Providers Share Responsibilities and for Defining Rules: • Who Is Eligible for Service • Trip Planning • How Trips are Scheduled • How/From are Vehicles Dispatched • Fares • Marketing and Education Programs • Reporting/Compliance

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Kick Off
Information Gathering
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Kick Off
Information Gathering
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
6
Implementation
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Let's Talk About the Region
Kansas Statewide CTDs
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

NORTHEAST REGION COMMITTEE MEETING
REGIONAL MEETING NOTES FROM HORTON

Horton Meeting April 10, 2014

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Doniphan County Services and Workskills, City of Bonner Springs, Project Concern, JCSO, the Guidance Center, NEK-CAP, Prairie Band Potawatomie Nation, Nemaha County Transit, Doniphan County Transportation, Leavenworth County COA, Kanza Mental Health, and the Jefferson County Service Organization. The Guidance Center and Kanza Mental Health are recipients of 5310 funding.

Josh Powers, Cory Davis, Stacey Cowen and Scott Lien represented KDOT.

Josh Powers of KDOT, Jeff Benson of URS and Tom Worker-Braddock of Olsson Associates facilitated the meeting.

Transit Coordination Project – Regional Meeting #3 Overview

Josh Powers provided an introduction to the meeting by encouraging attendees to address any issues so that all questions can be answered. He emphasized the importance of getting regional stakeholder feedback so that ultimate strategies reflected their interests and concerns. He indicated that this is the 3rd of what will be 4 rounds of regional meetings, with funding and governance to be discussed in more detail at the 4th regional meeting in the fall. The recommendations coming out of this work will not reduce funding but new funding is available. He said that while current services must be defensible, no provider will be forced to do anything that is recommended as part of this effort and no provider will have funding cut as a result of recommendations that come out of this effort. Josh encouraged frank and honest feedback from providers.

Jeff Benson led the presentation and discussion. He indicated that the focus of the day's meeting is to discuss details of the strategies that had been advanced from the December regional meeting. The strategies to be discussed are derived from the identified top priority needs: establishing regular communication among stakeholders; assessing potential for service in counties without service; establishing a link between local and inter-regional service; and enhancing the perception of transit service. He explained the 4 strategy categories that all strategies fall into from throughout the state: governance, communication, service operations, administration/mobility management. He then reviewed the top priority needs of the region as compiled from the survey and December regional meeting and discussed the specific strategies derived from the needs: establish a Northeast Region Transit Governance Board and Advisory Panel; establish centralized reservations and scheduling as feasible and appropriate; develop a regional cost model, and establish a mobility manager position.

He said that in further discussions with providers, he understood that there was not strong support for a regional route and asked if those present felt that was the case. Several providers expressed interest in continuing to assess the potential for a regional route. Among the suggestions, Highway 59 from Atchison to Lawrence and Highway 4 from Atchison to Topeka were potential candidates. Both Nemaha and Doniphan County expressed interest in an inter-regional route. Such a route could begin as a weekly service. With the support shown, it was suggested that establishment of an inter-regional route by re-assessed.

A question was asked about how additional services would be funded. Josh answered that based on 5311 funding, an 80/20 match would be required but the local match could be shared by multiple organizations.

Establish a Northeast Region Transit Governance Board and Advisory Panel

Jeff explained that a Governing Board would be made up of 5311 providers only and would report directly to KDOT while an Advisory Panel could be made up of all interested providers and stakeholders in the region and would report to the governing Board. The Governing Board would provide guidance and service recommendations to KDOT and would also oversee the services of a Regional Mobility Manager. The Governing Board and Advisory Panel would meet regularly to discuss common issues, work with the Regional Mobility Manager and support communications among the providers and stakeholders. Some of the meetings might focus on one or two issues and only include providers/stakeholders interested in those specific topics. Stakeholders could include 5310 providers, riders with disabilities, public health organizations, cities or counties, regional employers, medical facilities, and colleges.

Coordinated Scheduling

Tom Worker-Braddock discussed the potential for coordinated scheduling throughout the region. Three options exist for coordinated scheduling: centralized scheduling of regional long-distance trips; centralized scheduling of all trips; and centralized scheduling of trips with one call number. He explained each of the options in detail. Tom indicated that there would be a need for one provider to house the scheduling/dispatching software. Tom said details of how that would work would need to be worked out including whether the current space could accommodate another dispatcher and how many additional trips the coordinated scheduling could accommodate. Both Nemaha County and Doniphan County Transportation representatives expressed an interest in centralized scheduling. Josh indicated that converting to centralized dispatch for longer trips had considerable potential for improving coordination among providers, doing so would be a slow process.

Transit Cost Allocation Model

Tom then described the transit cost allocation model. Tom explained that the cost allocation model can be used to allocate costs if a county or agency wanted to provide service outside of their immediate service area. He described the cost allocation spreadsheet that captures all potential costs of a service. He suggested that the providers take a look at the spreadsheet provided and determine if there are any elements that are missing and provide comments back to the consultants. He explained the three steps used to developing the cost model as: 1) Assembling the data; 2) Assigning the expense line items; and 3)

Calculating unit items. Unit costs and fully allocated costs would then be determined and used as a determinant for estimated costs of new services. Josh stressed that the cost allocation model is merely one more tool available to the providers to use at their discretion.

Mobility Manager

Jeff outlined the potential responsibilities of a mobility manager. The manager would work closely with and represent all 5311 transit providers. The goals of the manager would be to create partnerships among all transportation resources in the region, use the partnerships to develop and enhance travel options of residents and develop ways to communicate the options to the public. Two possible models exist for how the manager would be retained: 1) a specific transit agency in the region would hire the manager who would then recommend service to fill gaps by reaching out to other transportation, employment, medical and social service providers, and 2) an independent organization such as the Governing Board hires the manager to build relationships among the providers. The manager could be housed at one of the provider locations or housed at a location independent of the providers, such as at a KDOT location. Nothing would be mandated and the 5311 providers in the region would need to agree to how the position would be set-up. Josh described the position as an ombudsman or concierge with very detailed knowledge of the trip capabilities of each agency. Funds for the position would initially come from the legislative action that has provided additional transit funding for recommendations coming out of the business model. Mobility Managers in each region might be organized differently with some differences in responsibilities. The primary responsibility of the manager would be to ensure that all transportation resources are being coordinated. The positions would not be filled until after the beginning of next year. The manager's salary would likely be $40,000 to $60,000, not including benefits. Many of the attendees expressed concern about the level of the proposed salary suggesting that it was too high.

Other

Tom presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Jeff asked if there were any other thoughts or strategies that should be addressed as the Transit Business Model progresses but there were no other issues provided at this time.

Next steps

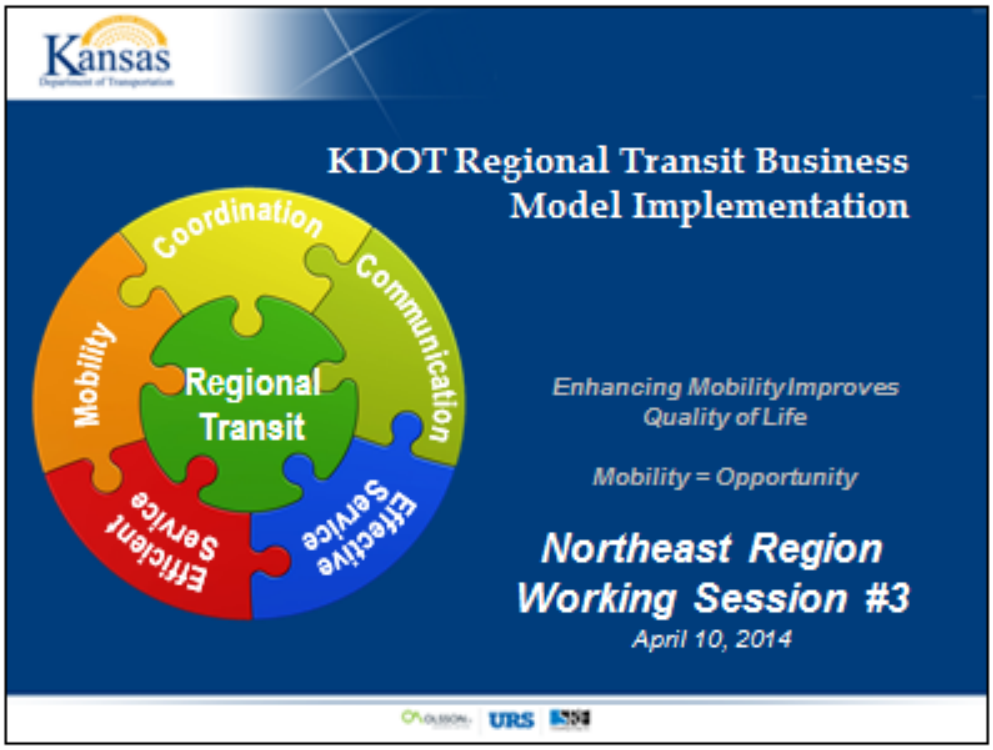
Jeff explained that the next steps would be to advance, eliminate, and refine the concepts. He said that the consultants would continue to work with individual agencies to finalize the strategies in the weeks ahead, including how the region's strategies would integrate with other regions' strategies. He would also plan to re-assess the potential for a regional route given the interest expressed at the meeting.

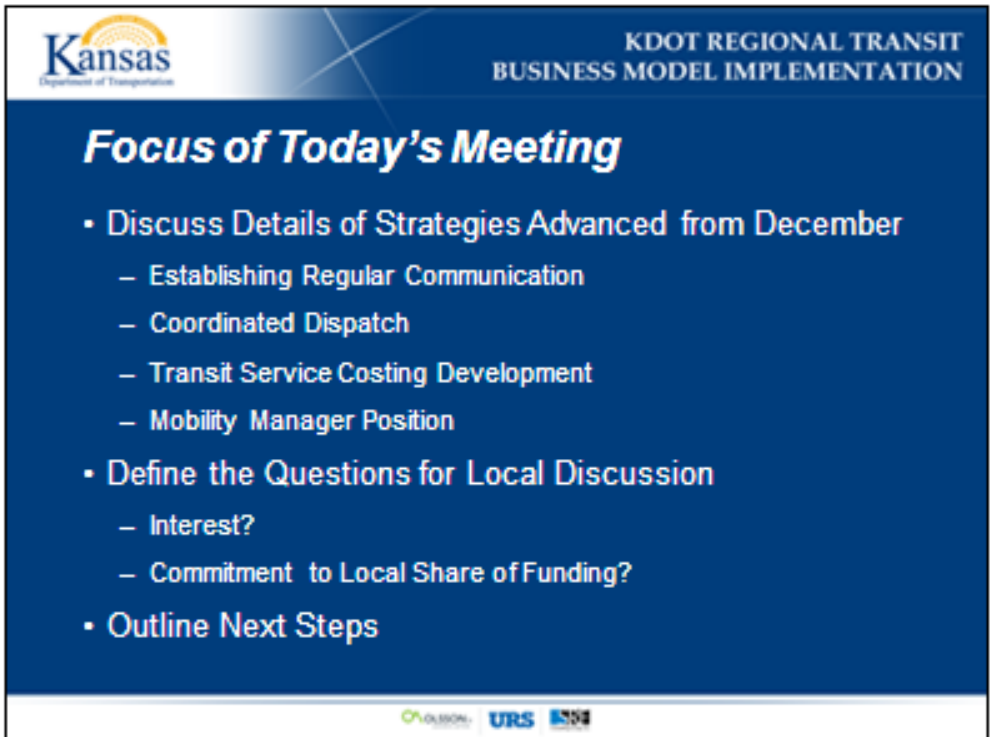
Kansas Department of Transportation
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

KDOT Regional Transit Business Model Implementation - Regional Meeting #3 NORTHEAST

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Earline Southard PH: 913-367-4655	Administrator Project Concern	project@lvnworth.com
Nick Sweet PH:	The Guidance Center	Contact Jerry McDonald @ The Guidance Center
Julie Simmons PH: 785-985-2380	Administrator Doniphan City Transportation	jmsimmons@rainbowtel.net
Linda Whittaker PH: (913) 365-5561	Transport Coordinator JCSW	lwhittak@jcsw.org
Diane Yunghans PH: 785-336-3091	Administrator-Nemaha Transit	ncss.nct@gmail.com
Jeanette Collier PH: 785-742-2323 ext 240	Executive Director NEK-CAP Inc.	jcollier@nekcap.org
BOB NUGENT PH: 785-832-3464	ADMINISTRATOR LAWRENCE TRANSIT	rnugent@lawrenceks.org
CARROLL RAMSEYER PH: (913) 971-6273	PROGRAM COORDINATOR CITY OF OLATHE TAXI PROGRAM	cramseyer@olathe ks.org
Stacey Cowan PH: 296-5284	KDOT	
Scott Lein PH: 368-7091	KDOT	
Laura Elkins PH: 913 684 0782	Council on Aging LV CO	LElkins@leavenworthcounty.org
Virginia Freese PH: 785-742-7113	CTD #3 President Kanza Mental Hlth	vfreese@kanzamhgc.org
LYNN LUCK PH: 785-863-2637	JCSO	mlluck23@yahoo.com
Chris Brake PH: 913 667 1720	Bonner Springs Tiblow Transit	~~[illegible]~~ deputycityclerk@bonnerspringsks.org
Paula Keehn PH: 785-966-2995	Prairie Band Nation Admin Asst	Paula K@pbpnation.org
PH:		

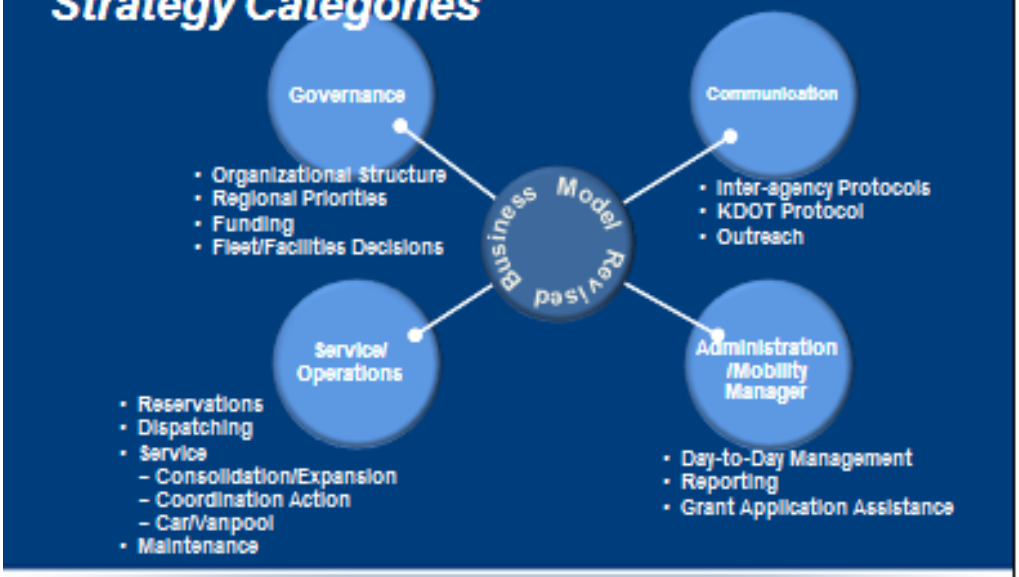
OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.


Kansas
Department of Transportation
KDOT Regional Transit Business Model Implementation
Coordination
Communication
Mobility
Regional Transit
Efficient Service
Effective Service
Enhancing Mobility Improves Quality of Life
Mobility = Opportunity
Northeast Region Working Session #3
April 10, 2014
OLSSON
URS
SRF


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Focus of Today's Meeting
• Discuss Details of Strategies Advanced from December
– Establishing Regular Communication
– Coordinated Dispatch
– Transit Service Costing Development
– Mobility Manager Position
• Define the Questions for Local Discussion
– Interest?
– Commitment to Local Share of Funding?
• Outline Next Steps
OLSSON
URS
SRF

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Need to establish/continue regular communication among stakeholders in the region
  - Assess the feasibility of "some level of service" in counties presently without service
  - Establish a link between local service and inter-regional transit service
  - Enhance the perception of transit service

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish Northeast Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establish Northeast Region Transit Advisory Panel

- Consider:
  - What is the main purpose of the panel?
  - What tasks would the panel be responsible for?
  - Who would be represented in the panel?
  - What organization(s) would the panel be governed by?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Northeast Region Transit Advisory Panel Purpose

- The panel may:
  - Meet regularly to discuss common issues
  - Work with a regional Mobility Manager
  - Support communication among providers and stakeholders

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Northeast Region Transit Advisory Panel Representatives

- Panel representatives could include:
  - Transit providers and riders
  - Riders with disabilities
  - Public health organizations
  - City or County representatives
  - KDOT staff, other
  - Major regional employers
  - Medical facilities or centers
  - Community colleges or universities

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Scheduling/Dispatching

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

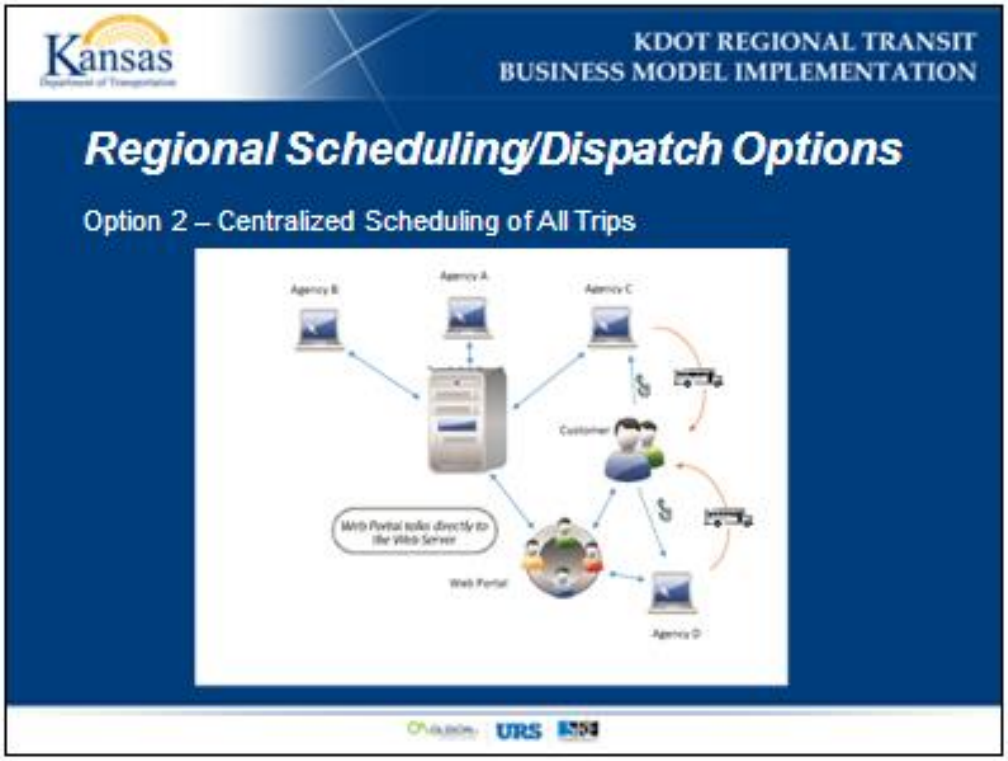
Option 2 – Centralized Scheduling of All Trips

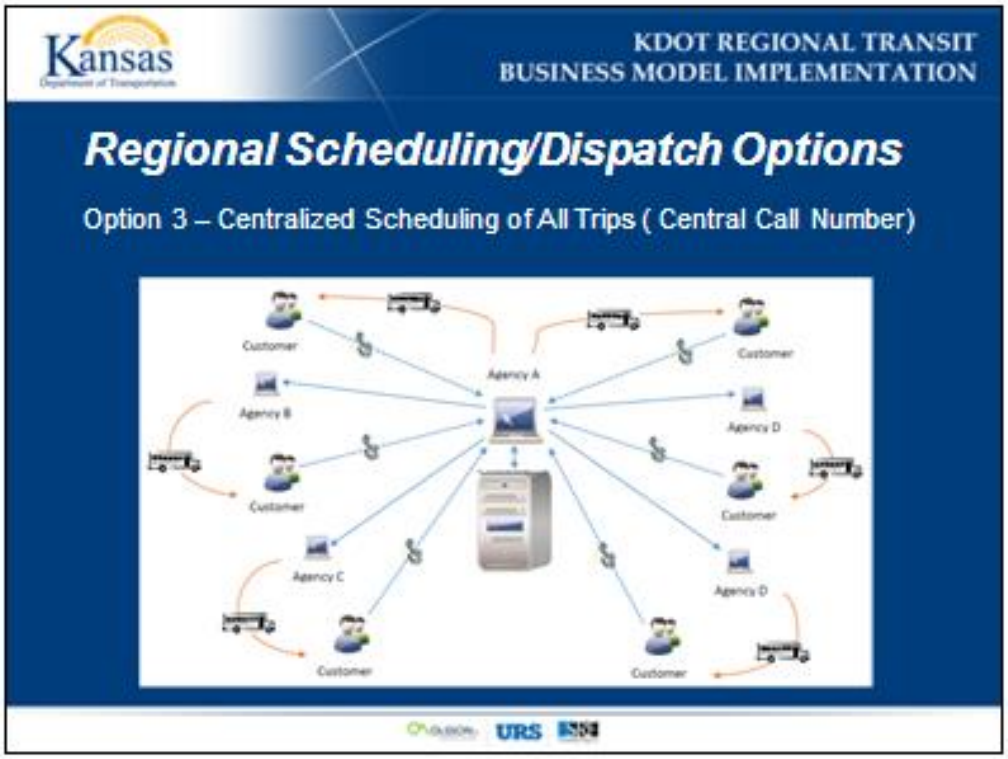
Option 3 – Centralized Scheduling of All Trips (Central Call Number)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 1 – Centralized Scheduling of Regional/Long Distance Trips


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 2 – Centralized Scheduling of All Trips
Agency A
Agency B
Agency C
Agency D
Customer
Web Portal talks directly to the Web Server
Web Portal
URS


Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Regional Scheduling/Dispatch Options
Option 3 – Centralized Scheduling of All Trips (Central Call Number)
Agency A
Agency B
Agency C
Agency D
Customer
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel?
  - New Facilities?
- Who Do I Call?
  - Local
  - Toll Free

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

EXAMPLE: Doniphan County Transportation as Central Dispatcher

Question
Is it a REASONABLE assumption that Doniphan County would be location for centralized dispatch?

Doniphan County Numbers

Current Staffing: How many more rides per month?
(Current Rides/Month = 150)

Dispatcher: Can current dispatcher handle all the new requests or would an additional dispatcher be required?

Current Space: Can it handle room for another dispatcher?

Current Building: How many more monthly trips?

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$\text{Allocated Hours Cost} = \frac{\text{Total Expenses Variable by Hour}}{\text{Annual Projected (or actual) vehicle Hours}}$$

$$\text{Allocated Miles Cost} = \frac{\text{Total Expenses Variable by Mile}}{\text{Annual Projected (or actual) vehicle Miles}}$$

$$\text{Fixed Cost Factor} = \frac{\text{Total Fixed Expenses}}{(\text{Total Expenses Variable by Hour} + \text{Total Expenses Variable by Miles})}$$

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

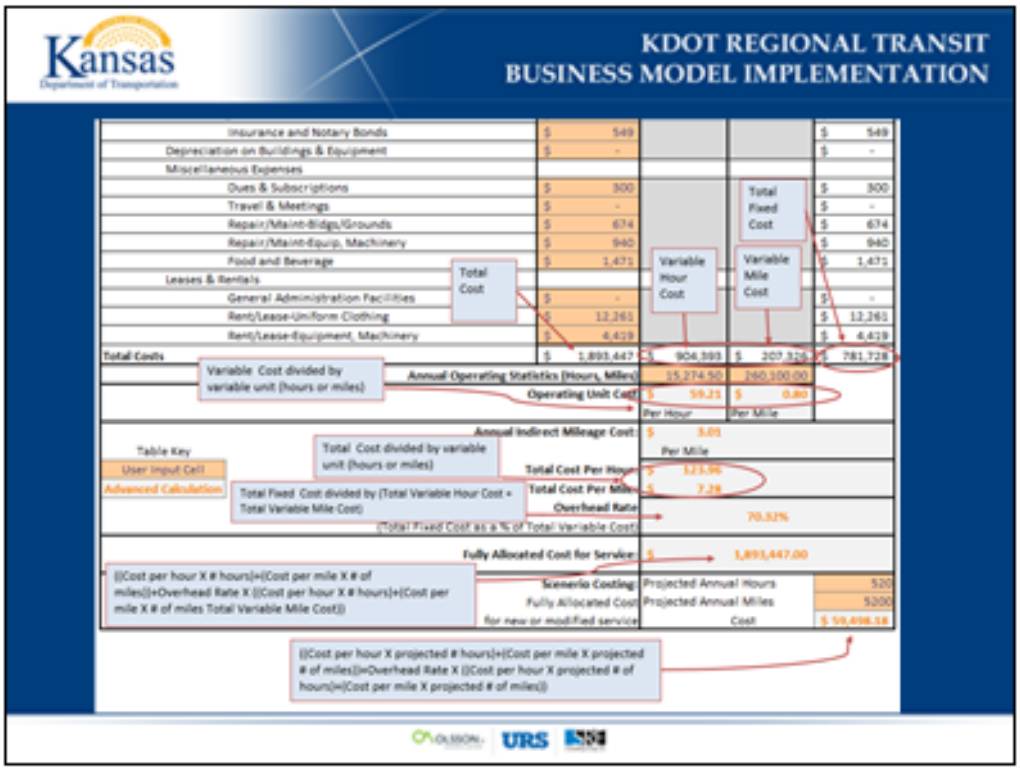
{(Total Annual projected or actual Hours X Allocated Hours Cost)

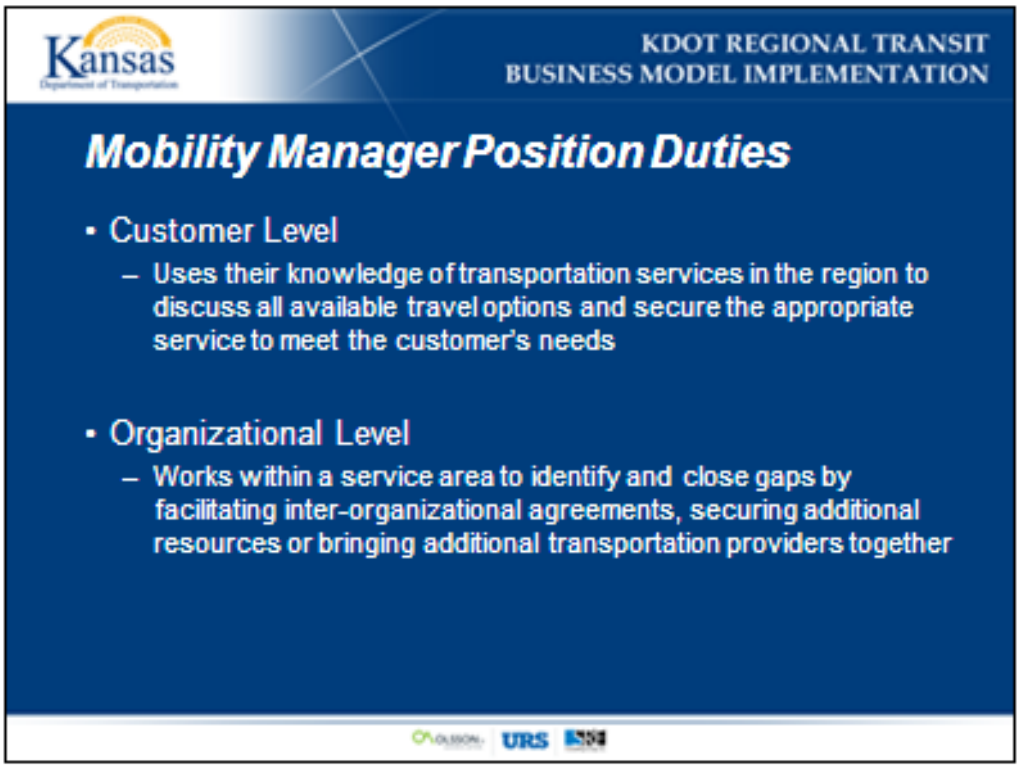
+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Insurance and Notary Bonds
Depreciation on Buildings & Equipment
Miscellaneous Expenses
Dues & Subscriptions
Travel & Meetings
Repair/Maint-Bldgs/Grounds
Repair/Maint-Equip, Machinery
Food and Beverage
Leases & Rentals
General Administration Facilities
Rent/Lease-Uniform Clothing
Rent/Lease-Equipment, Machinery
Total Costs
Total Cost
Variable Hour Cost
Total Fixed Cost
Variable Mile Cost
Variable Cost divided by variable unit (hours or miles)
Annual Operating Statistics (Hours, Miles)
Operating Unit Cost
Per Hour
Per Mile
Annual Indirect Mileage Cost
Table Key
User Input Cell
Advanced Calculation
Total Cost divided by variable unit (hours or miles)
Total Cost Per Hour
Total Cost Per Mile
Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)
Overhead Rate
(Total Fixed Cost as a % of Total Variable Cost)
Fully Allocated Cost for Service
((Cost per hour X # hours)+((Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))
Scenario Costing
Fully Allocated Cost for new or modified service
Projected Annual Hours
Projected Annual Miles
Cost
((Cost per hour X projected # hours)+((Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+((Cost per mile X projected # of miles))


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Mobility Manager Position Duties
• Customer Level
– Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
• Organizational Level
– Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Responsibilities of the Mobility Manager

- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.
- Facilitates discussions with jurisdictions without service to educate and encourage opportunities for transit options.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Regional Governing Board
- Transit Advisory Panel
- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Northwest
Proud Partner of
Kansas Rides
South Central
Proud Partner of
Kansas Rides
Urban
Proud Partner of
Kansas Rides
Central
Proud Partner of
Kansas Rides
Flint Hills
Proud Partner of
Kansas Rides
Northeast
Proud Partner of
Kansas Rides
Southwest
Proud Partner of
Kansas Rides
Southeast
Proud Partner of
Kansas Rides
North Central
Proud Partner of
Kansas Rides
East Central
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
URS

Kansas
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Proud Partner of
Kansas Rides
Southwest
General Public Transportation
City Link
620-272-3626
URS

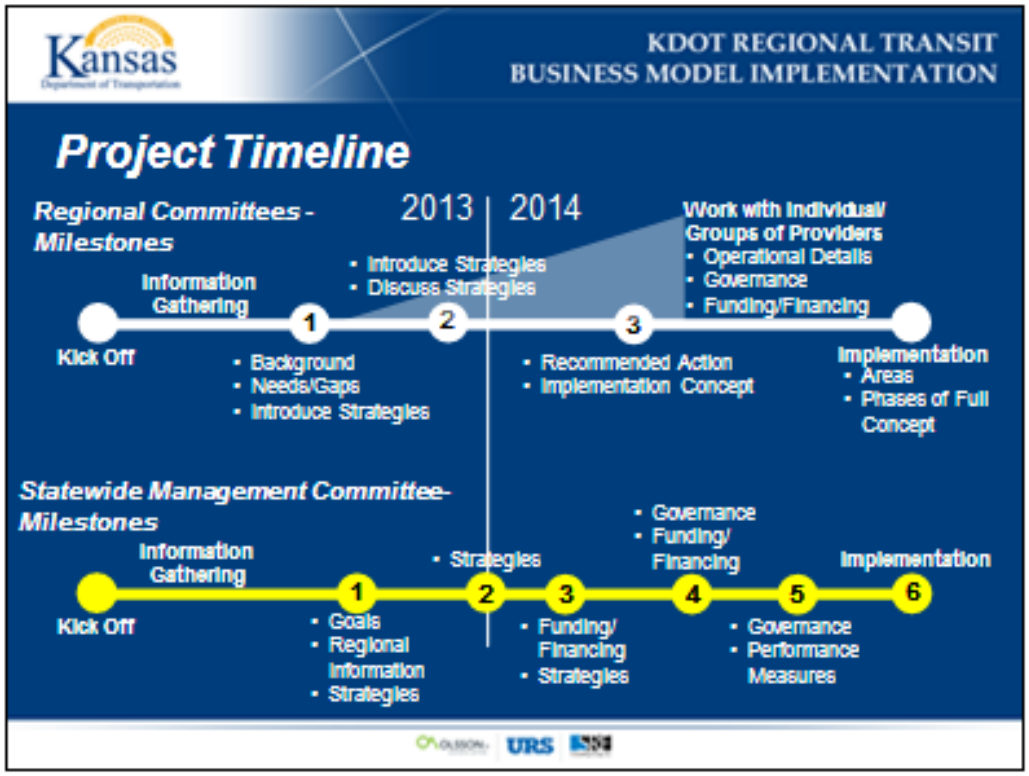
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan


KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Information Gathering
Kick Off
1
• Background
• Needs/Gaps
• Introduce Strategies
2
• Introduce Strategies
• Discuss Strategies
3
• Recommended Action
• Implementation Concept
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
Information Gathering
Kick Off
1
• Goals
• Regional Information
• Strategies
2
• Strategies
3
• Funding/ Financing
• Strategies
4
• Governance
• Funding/ Financing
5
• Governance
• Performance Measures
Implementation
6
URS

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Contacts
Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984
Tom Worker-Braddock
Olsson Associates
tworkerbraddock@olssonassociates.com
913-748-2619
Jeff Benson
URS Corporation
jeff.benson@urs.com
612-373-6444
URS

To: KDOT Advisory Team

From: Olsson Associates/URS Corporation

Date: April 2, 2014

Subject: KDOT Regional Transit Business Model – Northeast Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Northeast Region for example, service within several counties of the region is limited to travel within the county. Brown County has no service for its residents. Individuals from all counties in the region should be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

To: KDOT Advisory Team

From: Olsson Associates

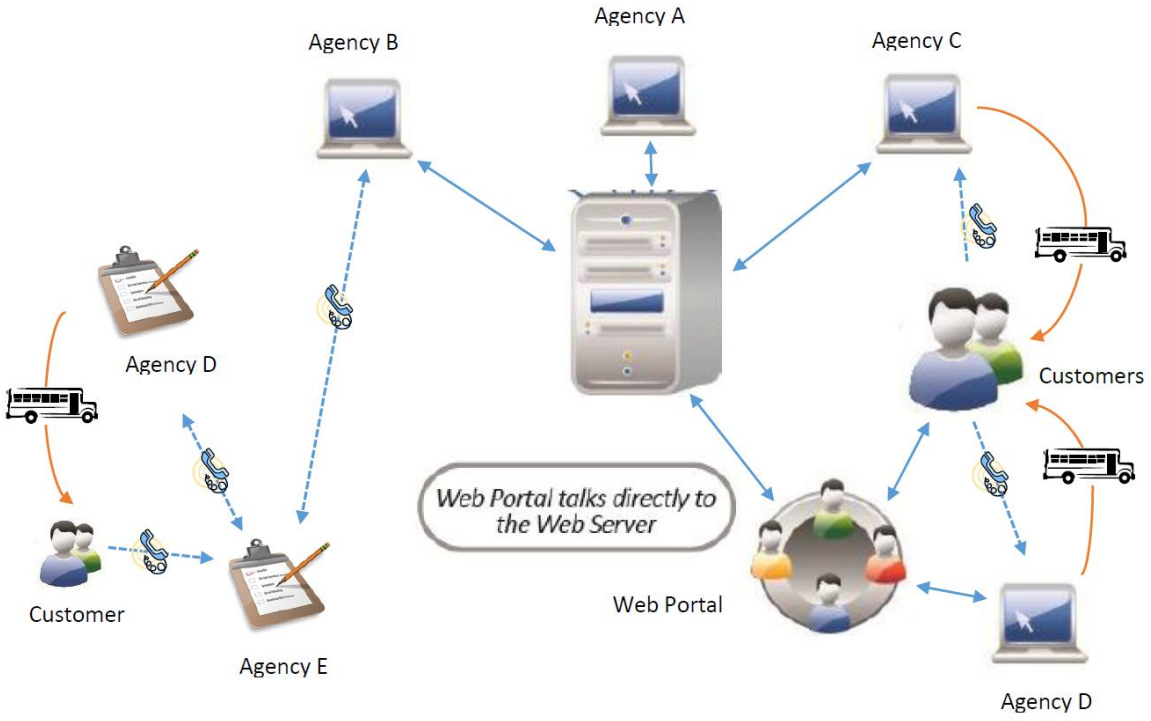
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

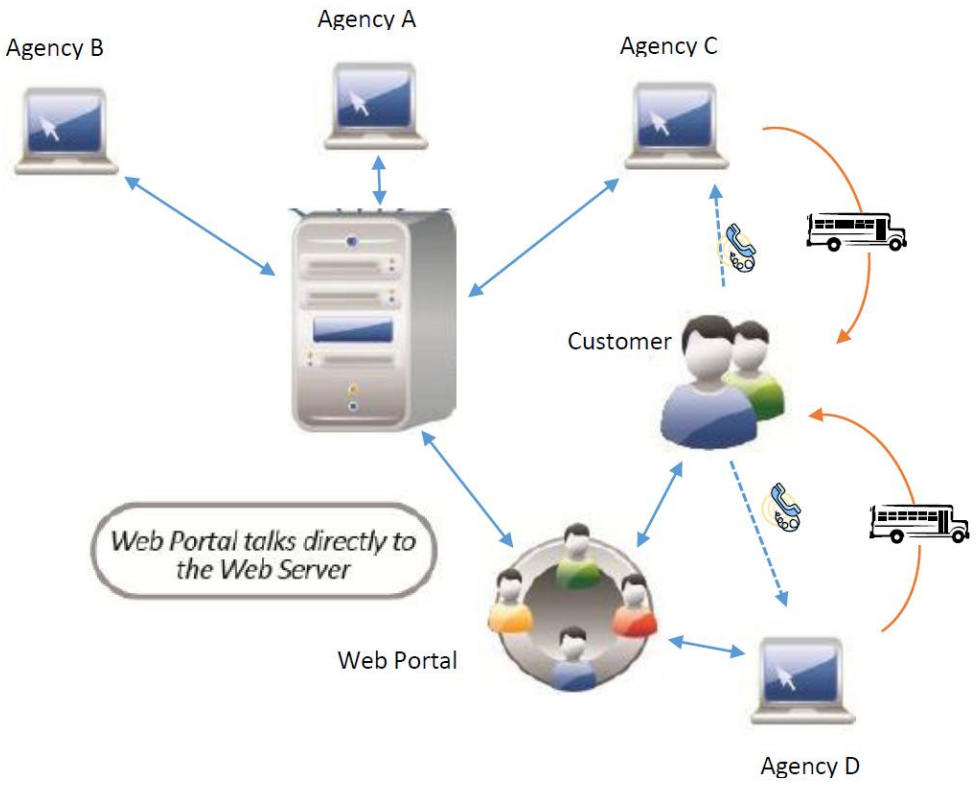
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

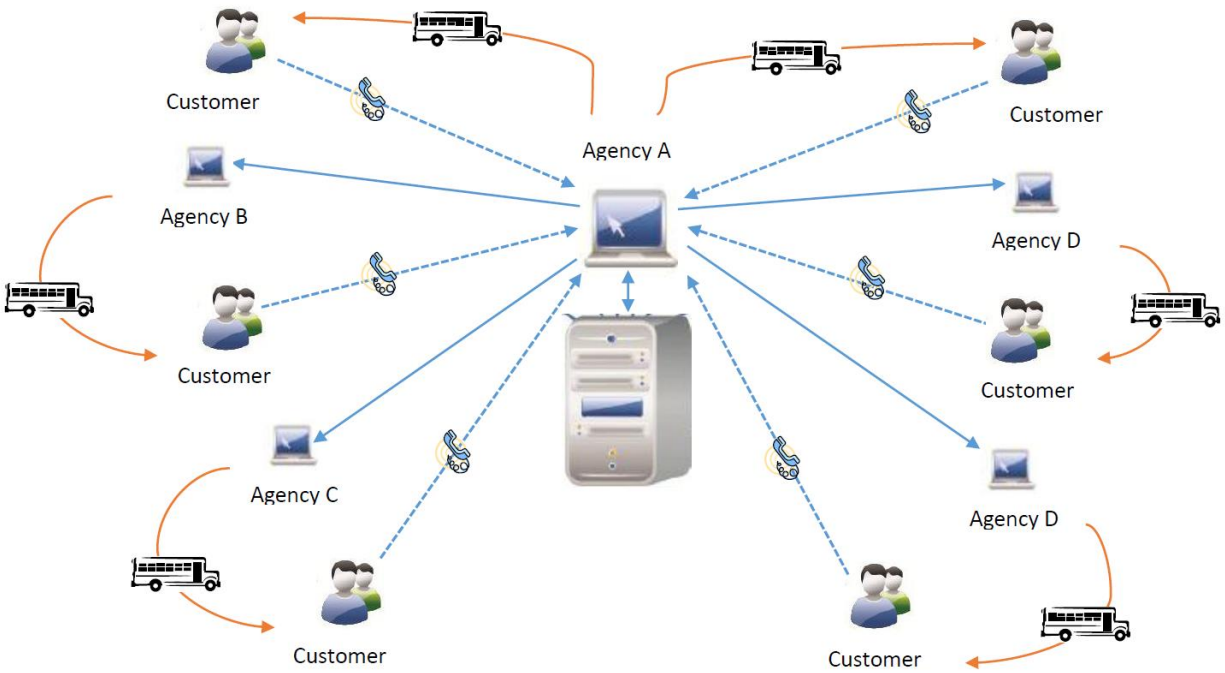
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding providing service outside of their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area, will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the simple relatively low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing delivering service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building that the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect cost, and how to allocate it to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to make sure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case, a Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
	Annual Operating Statistics (Hours, Miles)	15,274.50	260,100.00	
	Operating Unit Cost	$ 59.21	$ 0.80	
		Per Hour	Per Mile	
	Annual Indirect Mileage Cost:	$ 3.01		
		Per Mile		
	Total Cost Per Hour:	$ 123.96		
	Total Cost Per Mile:	$ 7.28		
	Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)	70.32%		
	Fully Allocated Cost for Service:	$ 1,893,447.00		
	Scenerio Costing: Fully Allocated Cost for new or modified service	Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Variable Hour Cost

Variable Mile Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

NORTHEAST HIGHWAY 4 INTERCITY CONCEPT
PROJECT BACKGROUND

Working with transit agencies and other stakeholders, the Kansas Department of Transportation (KDOT) continues to assess/implement alternatives that support the goal of changing how public transit is deployed throughout the state. The goal is to move away from a business model of predominantly standalone county and/or community-based public transit agencies to a more integrated concept where communities/counties that share similar destinations along similar paths team up on providing transportation service. Developing the details and implementing concepts is the goal of the on-going work.

In the Northeast Region of Kansas, the trip along Highway 4 from Atchison to Topeka presents an opportunity for cooperation among Doniphan County Services and Workskills, Doniphan County Transportation, Project Concern, and Jefferson County Service Organization. The primary goal of the effort is to provide residents of Kansas with more options for transportation while improving transit efficiency by minimizing redundancies in service.

NORTHEAST HIGHWAY 4 INTERCITY CONCEPT

A potential multi-community coordination concept worthy of further consideration in the Northeast Region of the state is providing an intercity service route connecting Atchison in Atchison County to Topeka with a stop at the junction of Highway 59. Initially, the service could begin as two round trips one day a week trip. This intercity, inter-county service would serve all trip purposes.

The routing concept proposed to provide Atchison to Topeka service is displayed in Figure 1. The concept includes:

- Two round trips per day with Atchison residents pick-up at 8:00 AM and 1:00 PM at either the Project Concern..
- Travel along Highway 4 with a stop proposed at the junction of Highways 4 and 159/59.
- Travel to/from Topeka along US 4 to specific destinations within the City of Topeka to be determined.

Figure 1

SCHEDULE

The initial proposal for coordinated intercity service includes two round trips per day from Atchison to Topeka.. Table 1 presents a breakdown of the schedule for a trip from Atchison to Topeka.

Table 1: Proposed Intercity Schedule – Atchison to Topeka

Portion of Trip	Estimated Time
Leave Atchison	8:10 AM
Arrive Highway 4/59/159 Junction	8:30 AM
Arrive Topeka	9:10 AM
Topeka Destinations	50 Minutes
Leave Topeka	10:00 AM
Arrive Highway 4/59/159 Junction	10:50 AM
Arrive Atchison	11:15 AM
LUNCH	
Leave Atchison	1:10 PM
Arrive Highway 4/59/159 Junction	1:30 PM
Arrive Topeka	2:10 PM
Topeka Destinations	50 Minutes
Leave Topeka	3:00 PM
Arrive Highway 4/59/159 Junction	3:50 PM
Arrive Atchison	4:10 PM

Travel times assume an average highway speed of 50 MPH. Stopping at the junction of Highways 4/59/159 would add only about 5 minutes each way of the trip. These estimates include the time driving to the towns as well as 20 minutes picking up or dropping off passengers at their homes.

RIDERSHIP

Assessing the feasibility of coordinated service from Atchison to Topeka requires establishing an estimate of travel demand. The presence of relatively few intercity transit options currently within the region makes estimating potential demand difficult for any future routes. The Transit Cooperative

Research Program (TCRP) of the Transportation Research Board provides a model for estimating demand for rural intercity bus services. For the initial purposes of the development of this preliminary concept, the model estimates that approximately 18 passengers per day or 9 passengers per vehicle round trip would be realized. Forecasts can best be determined based on discussions with Atchison providers and social agencies and Topeka's primary destinations from Atchison and environs, such as the Colmery-O'Neil VA Medical Center or the St. Francis Health Center.

Vehicle Size

To satisfy the demand for rides from Atchison to Topeka, one of the providers serving the area may need to acquire an additional large vehicle. Depending on potential ridership, a 12-15 passenger vehicle may be required and would not require drivers to obtain a commercial driver's license (CDL).

COSTS

Operating costs of the trip would reflect trip costs representative of the current Northeast region demand /response services. Table 2 documents current typical operating costs of $2 per mile. The distance from Atchison to Topeka is approximately 50 miles or a round trip total of about 100 miles. This distance will vary depending on the number of passengers and their specific destinations. For the purposes of producing a rough estimate of costs, this proposal assumes that travel within Salina will be 10 miles. Thus, the round trip will have a total of 150 miles, and the cost of providing the trip is approximately $300 under current conditions.

Table 2: Trip Operating Cost Estimate

Route Alternative	Round Trip Highway Miles	Miles in Topeka	Total Round Trip Miles	Cost per Mile	Round Trip Operating Cost
Atchison to Topeka	100	25	125	$2.00	$250

As noted above, the additional service may require the purchase of a 12 to 15-passenger van. A larger vehicle brings with it higher operating costs due to reduced fuel economy and higher cost replacement parts (e.g., tires). The precise increase in operating cost due to the purchase of a new vehicle is difficult to determine due to the number of variables involved, including the price of the vehicle, fuel mileage, price of fuel, level of maintenance, etc. Table 3 shows the resulting operating costs from different magnitudes of vehicle operating cost increases. Estimated operating cost increments assume that vehicle operating costs currently make up 50 percent of total operating costs.

Table 3: Potential Trip Operating Costs Based on Percent Increase Associated with Larger Vehicle

Vehicle Operating Costs Percent Increase	Percent Increase in Trip Costs	Estimated Cost of Providing Trip
Current vehicle	0%	$250
10%	5%	$263
20%	10%	$275
30%	15%	$288
40%	20%	$300
50%	25%	$313

FARES/REVENUE

Current fares between Doniphan County or Atchison and Topeka vary considerably depending on the provider but can be as high as $25 round trip. Fares for intercity service from Atchison to Topeka will need to cover the incremental operating costs that cannot be recovered from state and/or federal grants. From the information in Table 3, the incremental cost to provide intercity service between Atchison and Topeka may range from approximately $250 per trip to $313 per trip. As examples, assuming round trip fares of $20 and $12 per round trip from Atchison and the junction of Highways 4/159/59 respectively, a minimum of 8 new customers PER ROUND TRIP from Atchison or a combination of 5 from Atchison and 4 from the junction of Highways 4/159/59 would be needed to cover 50% of the incremental cost.

Table 4: Financial Summary

Annual Operating Expenses, 2 daily trips one day per week	Annual Revenue Required for 50% share) – Assumes 2 trips per day originating from Atchison	Number of round-trip passengers required/trip to cover 50% share (Assumes Atchison origin)
$13,000 - $16,300	**$7,500**	**8**

KEY CHANGES FOR CUSTOMERS

While the project will increase travel opportunities for customers and increase the potential for farebox revenue for agencies providing the service, it will cause some changes in service:

- There may be more stops during the trip to pick up/drop off passengers. Further, there is the potential for Atchison passengers to have a short wait for passengers at the Highway 2/59/159 junction.
- Customers in Atchison and along the Highway 4 corridor will gain access to the services and amenities located in Topeka.
- Fares would increase as identified above.

Northeast Regional Committee Meeting
Meeting Notes from Horton

Horton Meeting

September 17th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from the Guidance Center, Nemaha Transit, DCSW, Doniphan County Transportation, City of Olathe, Lawrence Transit, Leavenworth County Council on Aging, Prairie Band Pottawatomie Nation, NEK-CAP Inc., and Tiblow Transit of Bonner Springs were present. Representatives from Jefferson County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Scott Lein and Stacey Cowan were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore and Tamara Klein.

Introduction

Mark Swope began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of

Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
There is an opportunity for inter-regional services between Atchison and Topeka, as well as a route between Leavenworth and Kansas City. Considering the defined operating characteristic, Mark Swope asked stakeholders whether their expected amount of local match would be a reasonable amount of money for their funders to allocate.

Questions/Comments

- Stakeholders felt like there is not a whole lot of demand from Atchison to Topeka. Then, the question is whether the lack of interest is due to the limited available service between those two communities. This route would not only transport riders from Atchison, but also from surrounding counties wanting to travel to Topeka.

- Doniphan County representatives made it clear they were also interested in such a route to Topeka. Following this meeting the regional route and the cost allocation will be restructured to include Doniphan County.

- In response to the level of service being two trips per week, Jefferson County alone said they travel to Topeka every day.

- Diane Lunghans, from Nemaha County, spoke of the grant she has applied for to build a new facility that would be able to support the regional strategies. Interest was also made in including Nemaha County in the regional route. If they are included in the route, western extensions of the route could be done every other week or once-a-month.

- Discussions were also made about trying different cost allocation methods so that the more populated counties weren't responsible for so much of the local match funding.

- While the timeline for this strategy is longer than in other regions, the current time period for implementation can be sooner if stakeholders in the region feel that way.

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward any other strategies in the region. The mobility manager's proposed location is to be in Seneca, at the Nemaha County facility. The position may be under the payroll of Nemaha County, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions for the strategy.

Questions/Comments

- There were no negative comments towards Nemaha County housing the Mobility Manager.

- Josh Powers indicated that the Mobility Manager would not only grow service where it is currently, but also to areas without any transit service.

- Laura Elkins, from Leavenworth County COA, voiced concern about their county being included in this region instead of being considered as one of the urban counties. Josh Powers then reminded the group that reorganizing the boundaries was one of the first objectives of the project, so the study team was not anticipating any major boundary changes in this stage of the project.

- Leavenworth County representatives also brought up the potential for a significant number of jobs lost from Fort Leavenworth and how that would affect their community. Mark Swope responded to this issue saying the Mobility Manager could be tasked with connecting residents and employers within the region. The timeline for hiring a Mobility Manager doesn't have to be next year or the year after that. However, it will be difficult to develop the other strategies without hiring this position first.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Seneca. Nemaha County does not have sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy, but a successful grant application would provide this additional space. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- Comments on this strategy were limited. Mark Swope noted that this strategy should be pursued in advance of implementing either of the regional routes.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities,

requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Comments from the group included how frequently the board and advisory committee would meet and how the urban counties would be involved in the governance structure.

- These details and several others have yet to be determined. However, meeting frequency is anticipated to be no more than once-a-month.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- Stakeholders brought up Medicaid transportation as another way to access funding that could be put to better use. This same sentiment has been echoed by many groups during the project.

- Both Leavenworth County COA and Prairie Band Pottawatomie Nation did not feel like they could implement anything soon. Leavenworth was unsure about the ability to come up with the funding, but they were excited about the governance structure. Prairie Band said their tribal council must hear a formal presentation before a request is made for any level of funding.

- Diane Lunghans, from Nemaha County, voiced her concern about the lack of communication between the providers in her CTD currently. She believed there may need to be another meeting for the providers to decide some of the governance questions they have. Julie Simmons, from Doniphan County, agreed with Diane and felt there was a need for everyone to get together again so that everyone knows what each organization is currently doing within the region.

- Josh Powers reminded the group that KDOT cannot force these strategies onto the region, they can only say what funds are available. If a meeting is held at some point, KDOT does not have to be there, but should be informed if something has been decided within the group.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Northeast Regional Committee Meeting #4 **DATE –** 9/17/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
KEN LaMaster PH: 913-758-9433	The Guidance Center Drive/Dispatcher	KLaMaster@theguidance-ctr.org
Diane Junghans PH: 785-336-3091	Nemaha Transit	ncss.nct@gmail.com
Lyda Whittaker PH: 913-365-5561	DCSW	lwhittak@dcsw.org
Julie Simmons PH: 785-985-2380	Doniphan County Transportation	jmsimmons@rainbowtel.net
CARROLL RAMSEYER PH: 913 971 6260	CITY of OLATHE & CTD #1	CRamseyer@OLATHEKS.ORG
BOB NUGENT PH: 785-832-3464	LAWRENCE TRANSIT KPTA	rnugent@lawrenceks.org
Laura Elkins PH: 913 684-0782	LV CO COA	lelkins@leavenworthcounty.org
Heidi Bradford PH 913-684-0778	LV CO COA	hbradford@leavenworthcounty.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Paula Keehn PH: 785-966-2995	Administrative Asst Prairie Band Potawatomi Nation	Paula K@pbpnation.org
Celeste Weber PH: 785-966-2995	Transportation Coordinator Prairie Band Potawatomi Nation	celesteW@pbpnation.org
Jeanette Collier PH: 785-742-2222 ext 140	NEKCAP Inc. Executive Director	jcollier@nekcap.org
Chris Brake PH: 913-667-1720	Deputy City Clerk Tiblow Transit	Deputycityclerk@bonnersprings.org Ritch@bonnersprings.org
Richard Malm PH: 785 364 6252	County Commission	ORichardMalm@gmail.com
Mark Swope PH:	OA	mswope@olssonassociates.com
Jon Moore / Tamara Klein PH:	OA	
Josh Powers / Stacey Cowan / Scott Lein PH	KDOT	joshp@ksdot.org coryd@ksdot.org staceyc@ksdot.org scottL@KSDOT.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Northeast Regional Committee Meeting #4

September 17, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

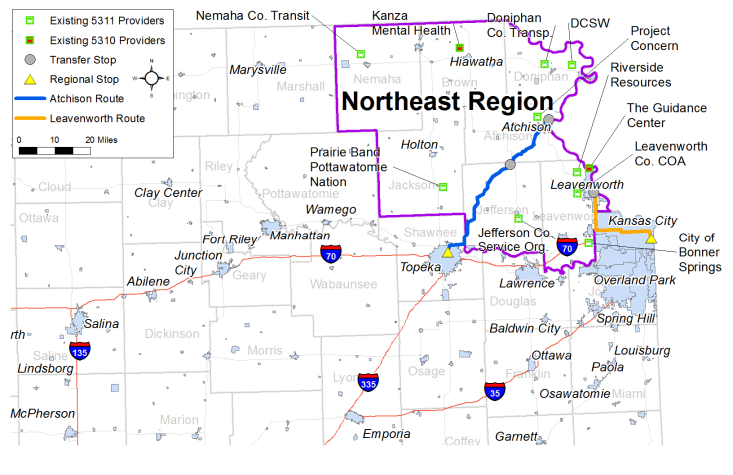
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

	Atchison - Topeka Two Roundtrips per Week
Estimated Annual Ridership	468
Annual Operating Cost	$13,000
Annual Operating Cost per Rider	$28
Capital Cost	One Vehicle
Average Fare (50% Cost Recovery)	$12 - $20
Travel Time	1 hour
Mileage	50
Intercity Stops Population	13,614
Activity Center (Population)	142,411

Notes: The $20 roundtrip fare is charged to Atchison riders while the $12 roundtrip fare is charged to riders travelling from the Highway 159/59 junction.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (10% Cost Recovery Rate)

Northeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$8,200	$3,500	$8,200	$3,500

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Atchison	16,854	YES	YES	$1,659	$3,550
Brown	9,962	NO	NO	$0	$0
Doniphan	7,931	YES	NO	$0	$0
Jackson	13,401	YES	NO	$0	$0
Jefferson	19,036	YES	YES	$1,851	$3,960
Leavenworth	76,286	YES	NO	$0	$0
Nemaha	10,170	YES	NO	$0	$0

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Cost Allocation (25% Cost Recovery Rate)

Northeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$6,800	$2,900	$6,800	$2,900

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Atchison	16,854	YES	YES	$1,382	$3,273
Brown	9,962	NO	NO	$0	$0
Doniphan	7,931	YES	NO	$0	$0
Jackson	13,401	YES	NO	$0	$0
Jefferson	19,036	YES	YES	$1,543	$3,652
Leavenworth	76,286	YES	NO	$0	$0
Nemaha	10,170	YES	NO	$0	$0

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Regional Intercity Service

- Cost Allocation (50% Cost Recovery Rate)

Northeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$80,000	$0	$16,000	$4,000
Operations/Personnel	Funding Responsibility	70%	30%	70%	30%
	Allocated Funds	$4,600	$2,000	$4,600	$2,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Atchison	16,854	YES	YES	$922	$2,812
Brown	9,962	NO	NO	$0	$0
Doniphan	7,931	YES	NO	$0	$0
Jackson	13,401	YES	NO	$0	$0
Jefferson	19,036	YES	YES	$1,028	$3,138
Leavenworth	76,286	YES	NO	$0	$0
Nemaha	10,170	YES	NO	$0	$0

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Long term (After FY 2017)
- Participants and Roles

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

Northeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Atchison	16,854	YES	YES	$0	$3,667
Brown	9,962	NO	NO	$0	$0
Doniphan	7,931	YES	NO	$0	$1,990
Jackson	13,401	YES	NO	$0	$3,018
Jefferson	19,036	YES	YES	$0	$4,077
Leavenworth	76,286	YES	NO	$0	$14,836
Nemaha	10,170	YES	NO	$0	$2,411

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

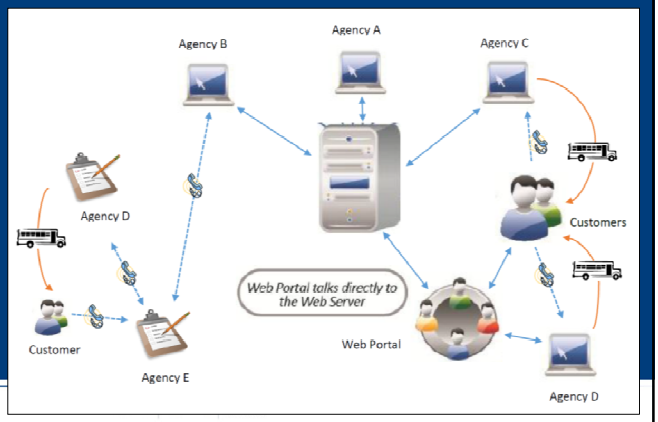
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

Northeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Atchison	16,854	YES	YES	$587	$587
Brown	9,962	NO	NO	$0	$0
Doniphan	7,931	YES	NO	$276	$276
Jackson	13,401	YES	NO	$466	$466
Jefferson	19,036	YES	YES	$662	$662
Leavenworth	76,286	YES	NO	$2,655	$2,655
Nemaha	10,170	YES	NO	$354	$354

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

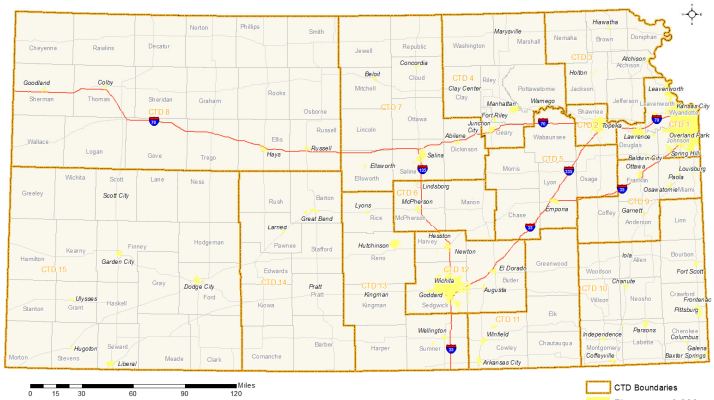
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

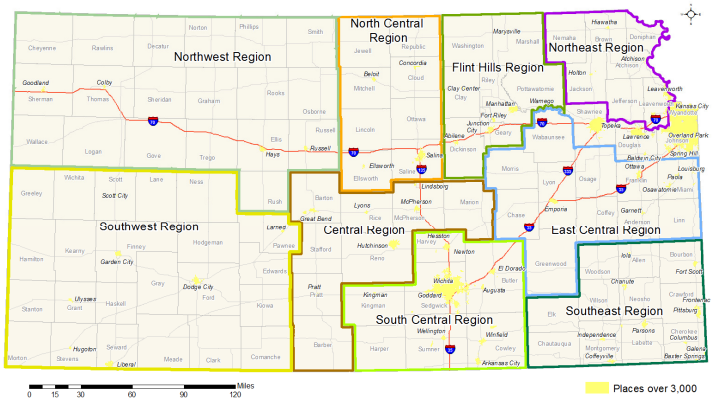
What Happens to the CTDs?



Kansas Statewide CTDs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

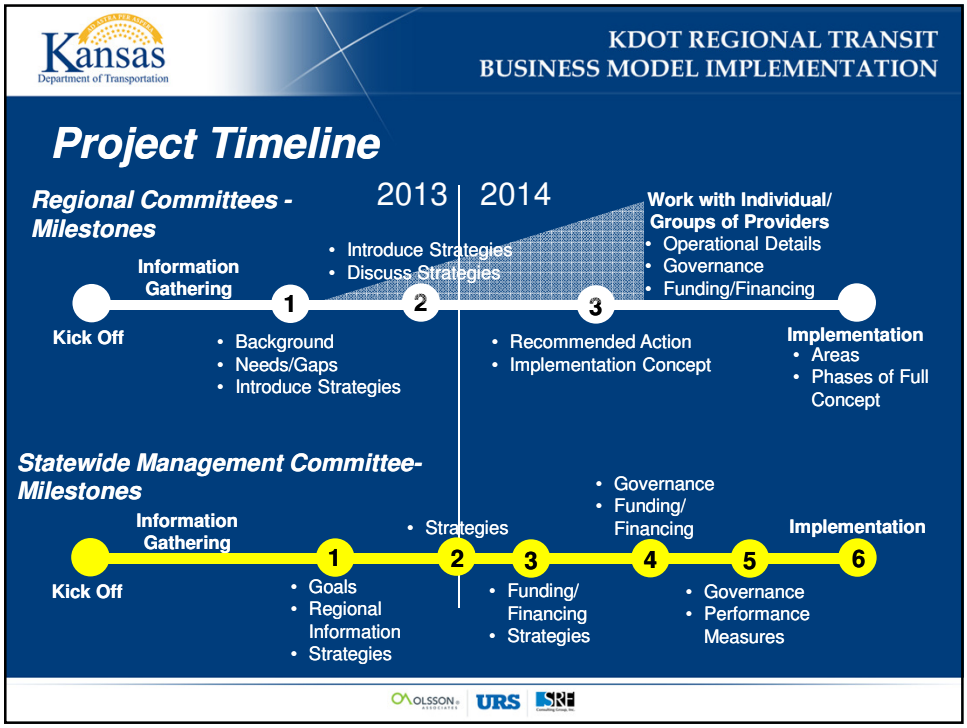
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation


Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Project Timeline
Regional Committees - Milestones
2013
2014
Work with Individual/ Groups of Providers
• Operational Details
• Governance
• Funding/Financing
• Introduce Strategies
• Discuss Strategies
Information Gathering
1
2
3
Kick Off
• Background
• Needs/Gaps
• Introduce Strategies
• Recommended Action
• Implementation Concept
Implementation
• Areas
• Phases of Full Concept
Statewide Management Committee- Milestones
• Governance
• Funding/ Financing
• Strategies
Information Gathering
Implementation
1
2
3
4
5
6
Kick Off
• Goals
• Regional Information
• Strategies
• Funding/ Financing
• Strategies
• Governance
• Performance Measures
OLSSON
URS
SRF

Kansas
Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION
Contacts
Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984
Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170
OLSSON
URS
SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Northeast Regional Committee Meeting #4

September 17, 2014

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – Northeast Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)
- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

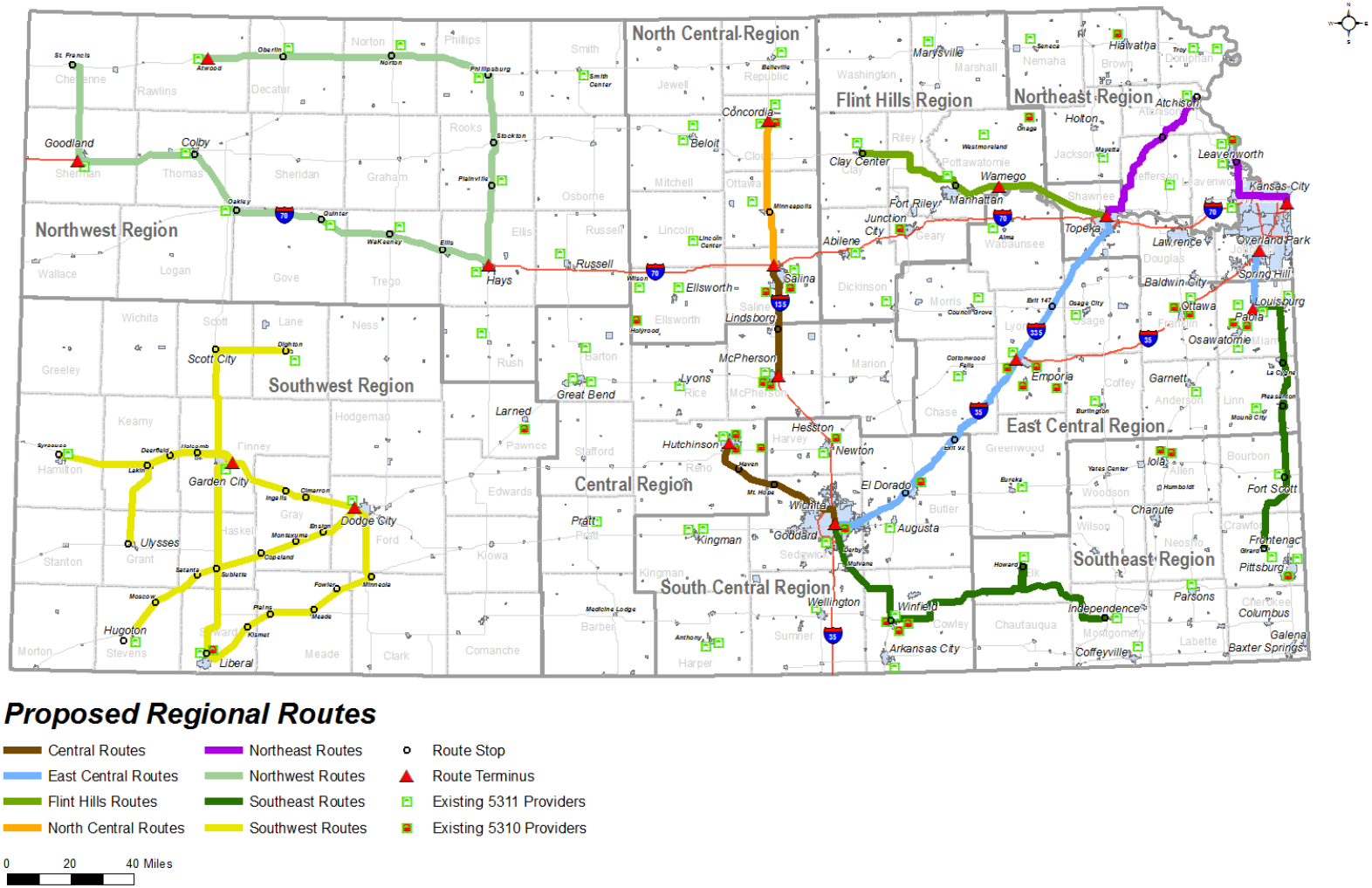
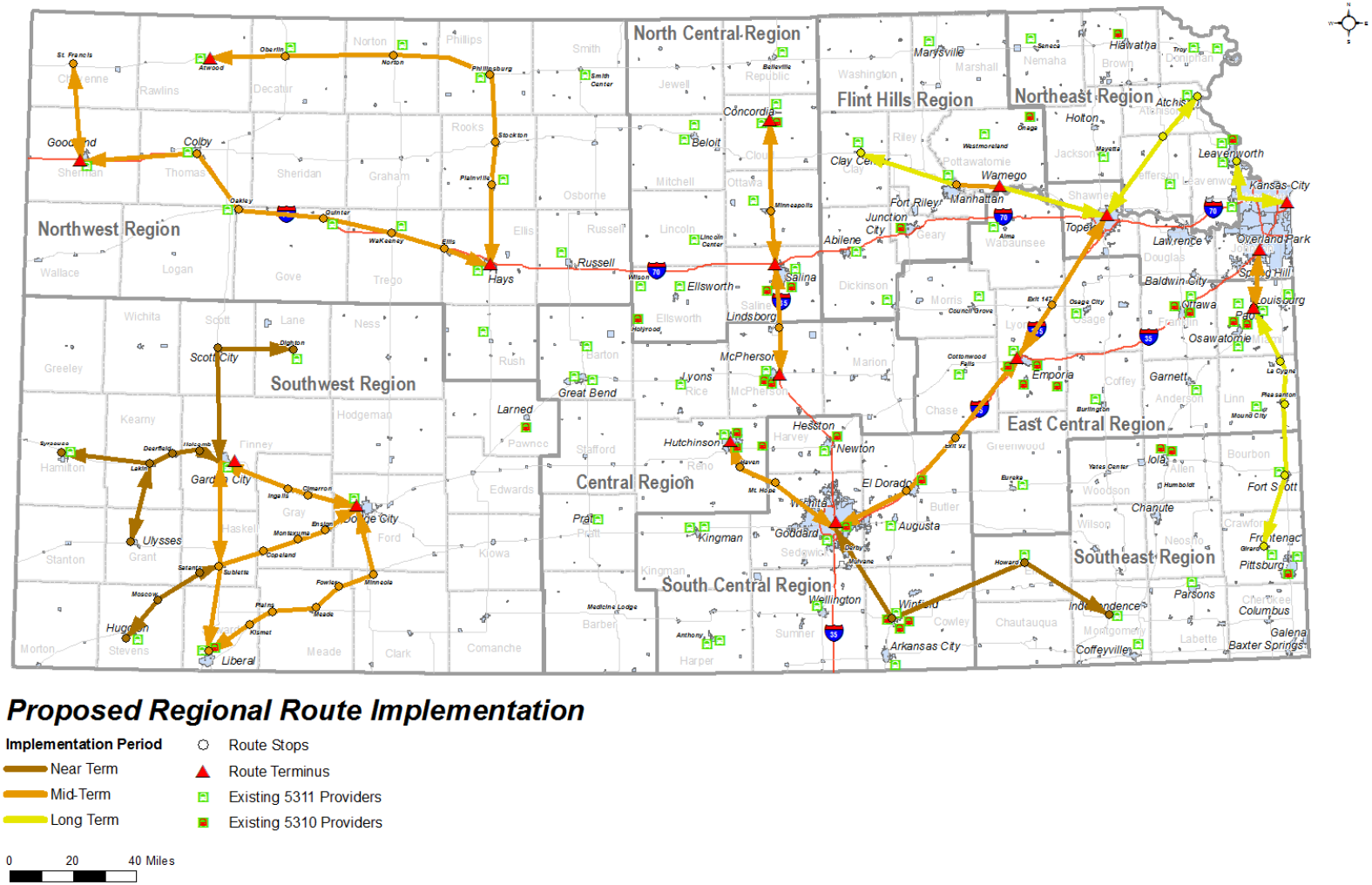


Figure 2 Proposed Regional Route Implementation



Northeast Region

The two routes proposed for the Northeast Region include a route from Atchison to Topeka and one from Leavenworth to the Kansas City Metro Area. The Atchison Route is intended to travel along the Highway 59 and K-4 corridor before ending in Topeka. The Leavenworth Route would travel along K-7 through Spring Hill, then stopping by the Legends Shopping Center, Providence Medical Center, and then ending at KU Medical Center.

The analysis of the Leavenworth route to Kansas City, Kansas is still in its early stages, but the route from Atchison to Topeka has been further developed. The Atchison Route would offer two roundtrips, once-a-week, with the first trip leaving Atchison in the early morning and the second trip leaving in the early afternoon. Each roundtrip would include a 50-minute period offering trips to and from destinations within Topeka. Stops along the route would include the junction of US-59 and K-4. Since there has not been a provider(s) identified to operate and manage either of the routes, a representative operating cost of $2 per mile was used to calculate the annual operating cost of the route.

Figure 3 Northeast Regional Route Alignment

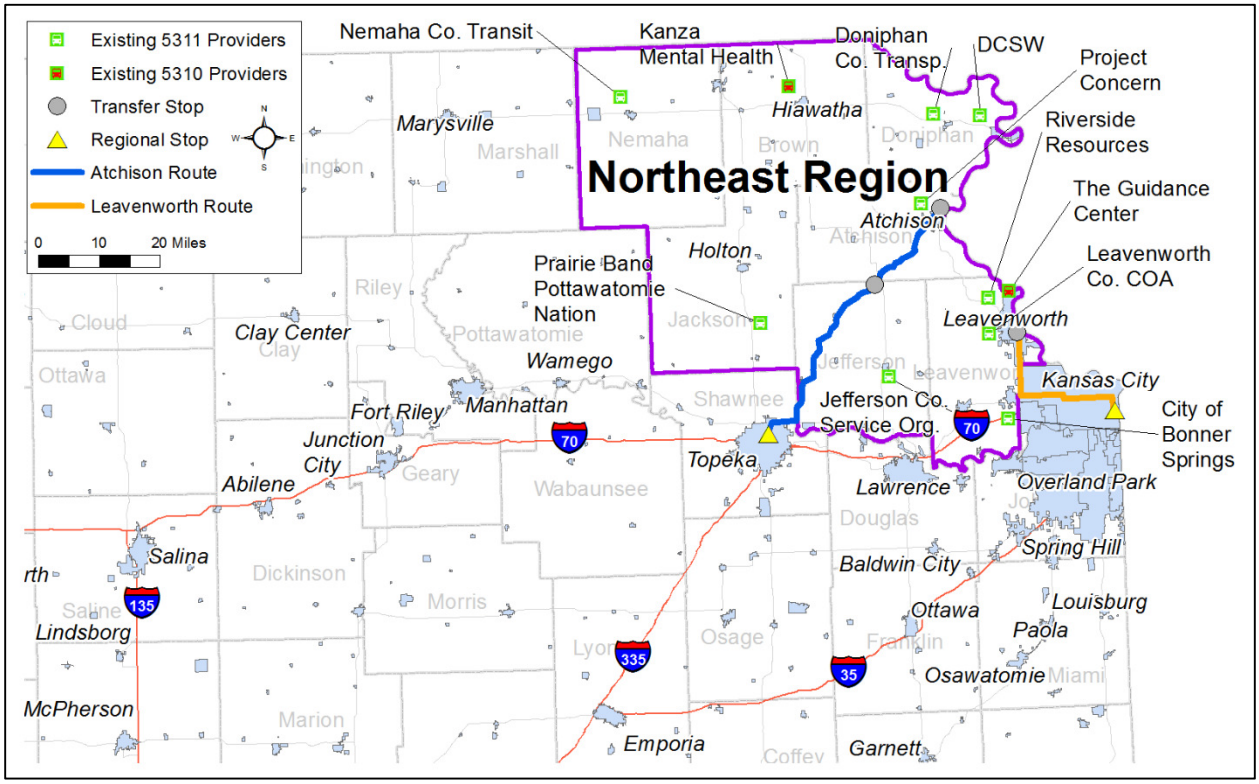


Table 1 Northeast Regional Route Quantitative Evaluation

	Atchison - Topeka Two Roundtrips per Day
Estimated Annual Ridership	468
Annual Operating Cost	$13,000
Annual Operating Cost per Rider	$28
Capital Cost	One Vehicle
Average Fare (50% Cost Recovery)	$12 - $20
Travel Time	1 hour
Mileage	50
Intercity Stops Population	13,614
Activity Center (Population)	142,411

Notes: The $20 roundtrip fare is charged to Atchison riders while the $12 roundtrip fare is charged to riders travelling from the Highway 159/59 junction.

Major Trip Generators

Topeka has major regional facilities, including a VA facility, several major medical facilities, dialysis, and social service agencies

The Leavenworth Route, ending in Kansas City, would be orientated towards serving the major medical destinations and dialysis facilities including Providence Medical Center and the University Of Kansas Medical Center.

Current Coordination Level

Current coordination efforts are limited in the region with the exception of some coordinated trips with Nemaha County. Obstacles to future coordination are related to distance and jurisdictional boundaries. Several providers expressed the desire to expand service to weekends, as well as opportunities to improve current services by coordinating among providers.

Level of Coordination Needed

Coordination between an identified transit operator and the local providers in the surrounding counties must be formalized in order for a partnership to emerge in establishing a regional route. Cooperation with local providers in Topeka and Kansas City may also be warranted if routes are to be implemented.

Stakeholder Response

During the last set of meetings in April, stakeholders had limited reaction to the proposal of offering regional service in the Northeast. While coordination was supported, stakeholders' response to identified routes further extended the anticipated timeline for implementation.

Proposed Implementation Period

After evaluating information for both the Atchison-Topeka and Leavenworth-Kansas City Routes, the concepts were seen as potential long term strategies for the Northeast Region. Interest remains in coordinating existing trips among providers. The timeline for implementing the Leavenworth-Kansas City Route may be sooner if Kansas City area providers show a desire to operate the service as a commuter route. Such a route would not only connect to major activity centers, but allow for riders to access both sides of the Kansas/Missouri state line using the various local transit systems in the metro area.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

Northeast Region

The mobility manager in the Northeast region would be based out of Nemaha County Transit. The Northeast mobility manager would, at least initially, be a full-time position charged to coordinate longer distance or regional transit trips among transit providers and external providers. In addition, the Northeast mobility manager would work with major medical providers, employers, and social service agencies within and adjacent to the region to better match transit service to trip patterns and regional demand. The Northeast regional mobility manager would also be a resource for those jurisdictions that are currently without transit, but may desire transit either by working with KDOT to develop an in-house transit provider, or purchasing transit services from a nearby provider. At the direction of the regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, and facilitating discussion and dialogue. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to

schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- "Option 1" - Focusing centralize scheduling efforts to regional or long-distance trips
- "Option 2" - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other's trips, making coordination and trip chaining easier.
- "Option 3" - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency's discretion, contracting dispatching and scheduling services to other agencies.

Northeast Region

Nemaha County Transit is willing to serve as a point agency to administer the coordinated scheduling software, although they currently lack facility space for any additional dispatching elements. A current grant application, if successful, could provide this additional space. Implementing coordinated dispatching in this region may be a long term strategy and be dependent on regional transit providers evaluating their technical capacity and transit demand of their agencies.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX G – NORTHWEST CTD MATERIAL

Fort Hays Region Committee Meeting
Meeting Notes from Hays

Hays Meeting August 14, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from ACCESS, Rooks County Transportation Service, KDOT, Rush County Transportation, Norton Senior Center, Gove County Medical Center were present. Representatives from City of Phillipsburg and Ellis County were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis from KDOT Transit were the KDOT representatives.
Mark Swope from Olsson facilitated the meeting with Tom Worker-Braddock and Jon Moore.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model update is the implementation of the preferred strategy.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes page.

Let's Talk about the Region

General Discussion:

- Gove County Medical Center – Michelle's driver's travel within a 90-mile radius of Quinter, goes to Hays twice per week and gets many calls from Oakley. She would like to expand because she is getting overrun with requests for rides.
- Rooks County Transportation Service – travels to bordering counties including Phillips, Osborne, Ellis, Graham, and will pick-up adjacent people up at county line.
- Norton Senior Center – Melinda operates a wheelchair service within the county lines.
- ACCESS – has a 5310 program in Hill City.
- Norton County and Phillips County – allow county line drop-offs. Quinter coordinates with Oakley when giving rides to Hays. Also has informally coordinates rides with Dodge City and Garden City.
- Counties with transit were started by entrepreneurs.

Challenges:
The challenges stakeholders brought up in the meeting may be similar to what is occurring in multiple regions of the state including issues with crossing political boundaries, timing of the grant schedules, and riders' familiarity with dispatchers. These may be challenges for areas with transit, but these problems are exacerbated for areas without transit options. Participants said areas lack transit service for a variety of reasons, including convincing offices to dedicate local funds, administrative burdens associated with state/federal funding, limited past history of transit service, and citizens' independent nature.

- It is difficult to balance the local transit needs and the intercity needs.
- Certain providers inability to cross jurisdictional boundaries.
- Gove Co. Medical Center shares their phone number with other services in their building; making contact with potential riders more difficult.
- People need transit service, but the city is in the business of looking at the bottom line, so operating your own service is less attainable.
- Norton Senior Center is required to stop at county lines and transfer passengers to other providers if riders request trips outside the county.
- It was noted the west side of Rush County does not get along with the east side and vice versa. La Crosse is located in the center of Rush County.
- Riders are used to contacting the same individuals for on-call service and vice versa.
- Different fiscal year periods for multiple cities make coordination more difficult.
- There's no transit because there's no history of transit, scared of paperwork/rules, and are used to travelling independently.
- There are regional transit needs coupled with county funding problems. Ellis County, as the largest county in the region, pays a disproportionate amount.
- Grant schedules at KDOT conflicts with the local budget cycles. Can this be changed by 2015?
- Demand for service surpassing current capabilities of smaller providers.

Needs:
Stakeholders in the Fort Hays region expressed a gap in service, especially during weekends, that was predicated by limits in available staff and weekend trips for both dialysis appointments and recreation. Inter-county travel was also discussed as a common request by riders. This demand for longer trips caused service within some counties to be limited and fare and financing structures to be more complex.

- Providers need more staff.
- Better understand fare structures or how fares will be paid when crossing multiple boundaries.
- A care van would be great, but matching funds from Hays is needed to allow it to come back.

- More service is needed during the weekends, especially for dialysis appointments.
- Some counties with transit still have areas of the county that are underserved.
- Goodland only has city-wide service; nothing else in Sherman County.
- Gove County struggles at providing service within their own county because many trips go outside the county.
- Weekend dialysis trips are needed.

Existing Coordination:

- Graham County has approached ACCESS about service.
- Osborne County has approached Mitchell County about service.
- Norton city provides pick-ups in Hill City and Bogue.

Opportunities:

Potential incentives discussed for providers to coordinate included flexible local match requirements and funding for regional dispatching. Opportunities to make transit more feasible for smaller communities consisted of reducing vehicle size and using a per county fare structure for intercity trips.

- Operating smaller vehicles could be an opportunity to have service that otherwise would have been too expensive with a larger transit vehicle, especially in areas with a low number of expected ridership.
- Some providers have charged riders on a per county basis.
- Explore coordination opportunities between Graham County and ACCESS.
- Explore coordination opportunities between Osborne County and Mitchell.
- Coordination may be incentivized by offering more funding if dispatching is taken over.
- Coordination could allow for more flexibility in the local match.
- Examine charging intercity riders by the number of counties crossed for the ride.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Fort Hays Regional meeting #1 (Page 2 of 2) DATE - 8/14/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Anna Findley PH: 785-621-2078	Anna Findley ACCESS	Anna_findley@DSNWK.org
Johnna Lambert PH: 785-~~[illegible]~~ 688-4429	Brooks Co TRANS SERV	jlambert@plainville.hpmin.com
Connie A. Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Rush County Transportation PH: 785.222.3537	Tasma Thielenhaus James Fisher	rcwdjrf@gbta.net
Karen Edwards PH: 785-625-5678	DSNWK Comptroller	Karen_edwards@dsnwk.org
LeeAnn Schmidtberger PH: 785-625-5678	DSNWK Fiscal Services Manager	leeann_schmidtberger@dsnwk.org
PH: Melinda Segura		
785-877-5352 PH:	Dietrich Morton Senior Center	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Fort Hays Region Mtg #1 (Pg. 2 of 2)

DATE - 8/14/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
JERRY MICHAUD PH: 785-625-5678	PRESIDENT/CEO DSNWK	JERRY_MICHAUD@DSNWK.ORG
Michelle Hafliger PH: 785-754-3335	SSDIAD Gove Co. Med. Ctr.	socialservices@gcmc.us.
LeAnne Kroeger PH: 785-621-2078	DSNWK/ACCESS	leanne_kroeger@dsnwk.org
Brenda Chance PH: 785-543-5234	City Clerk City of Phillipsburg	pburgclerk@ruraltel.net
Corey Sund PH: 785-621-4219	County Administrator Ellis Co.	gsund@ellisco.net
Mark Swope PH:	Olsson Associates	
Tom Worker-Braddock PH: Jon Moore	Olsson Olsson	
Corey Davis PH: Josh Powers	KDOT KDOT	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 14, 2013
Fort Hays Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why the Project is Being Done

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

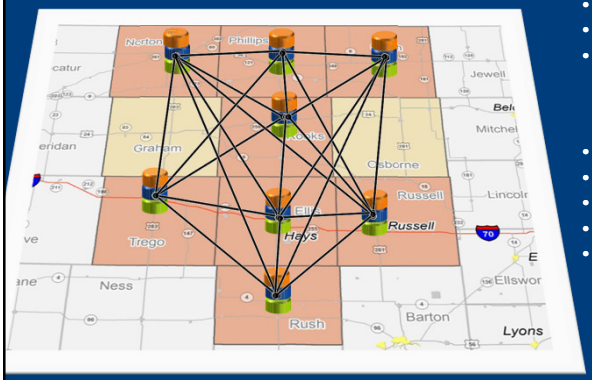
Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service
- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management
- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance
- Vehicles
- Facilities
- Fuel
- Tires

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider | **Service Contracting** | **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:
- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:
- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:
- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:
- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

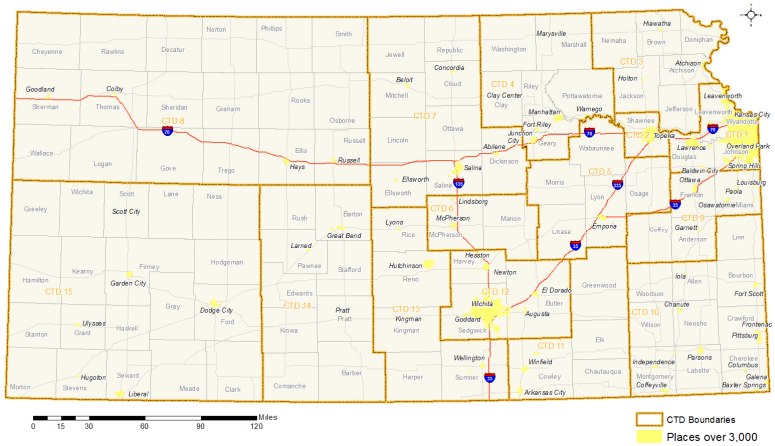
Implementation (6)

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

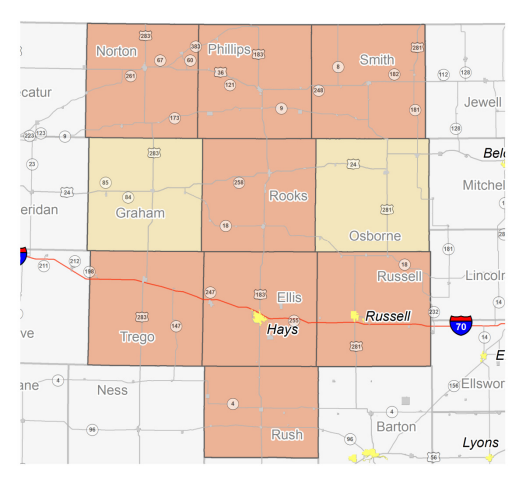


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

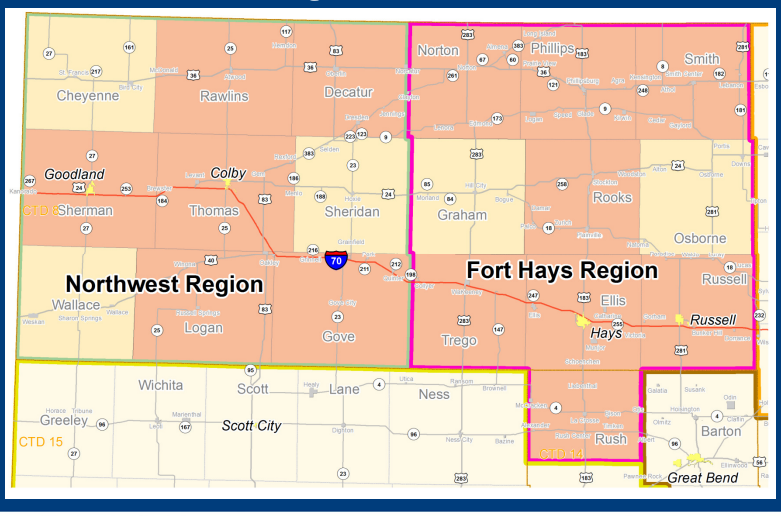
August 14, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

The broader region



OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Provider	# Vehicles	Description
ACCESS	10	14 12-passenger vans, 10 13-passenger vans with lifts, 3 20-passenger transit buses with lifts, and 17 passenger vans
City of Wakeeney	1	1 13-passenger van with lift
City of Smith Center	1	1 van with ramp
City of Russell	1	1 13-passenger van with lift
Rooks County Transportation	2	2 20-passenger vans with lifts
City of Phillipsburg	1	1 20-passenger transit bus with lift
Norton County Transportation	1	1 13-passenger van with lift
Rush County	1	1 13-passenger van with lift

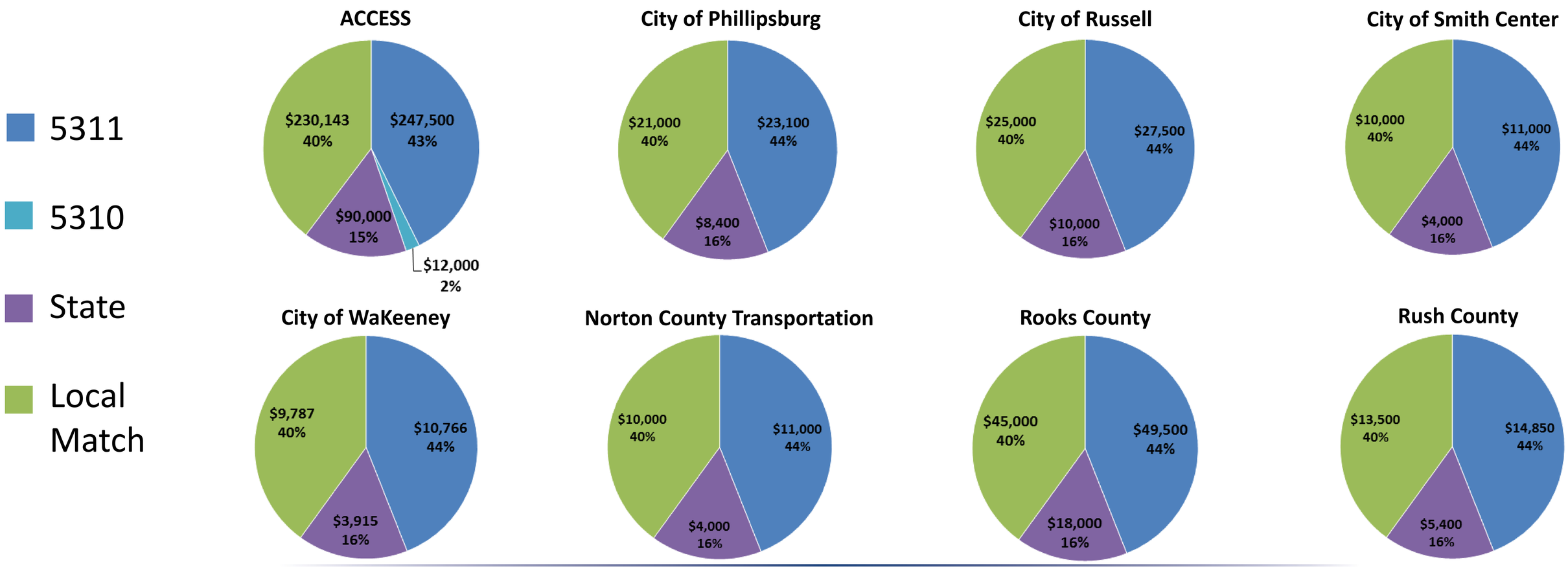
STRENGTHS

- Leadership Within Providers
- Central Dispatching Capacity
- Support Coordination Effort Concept

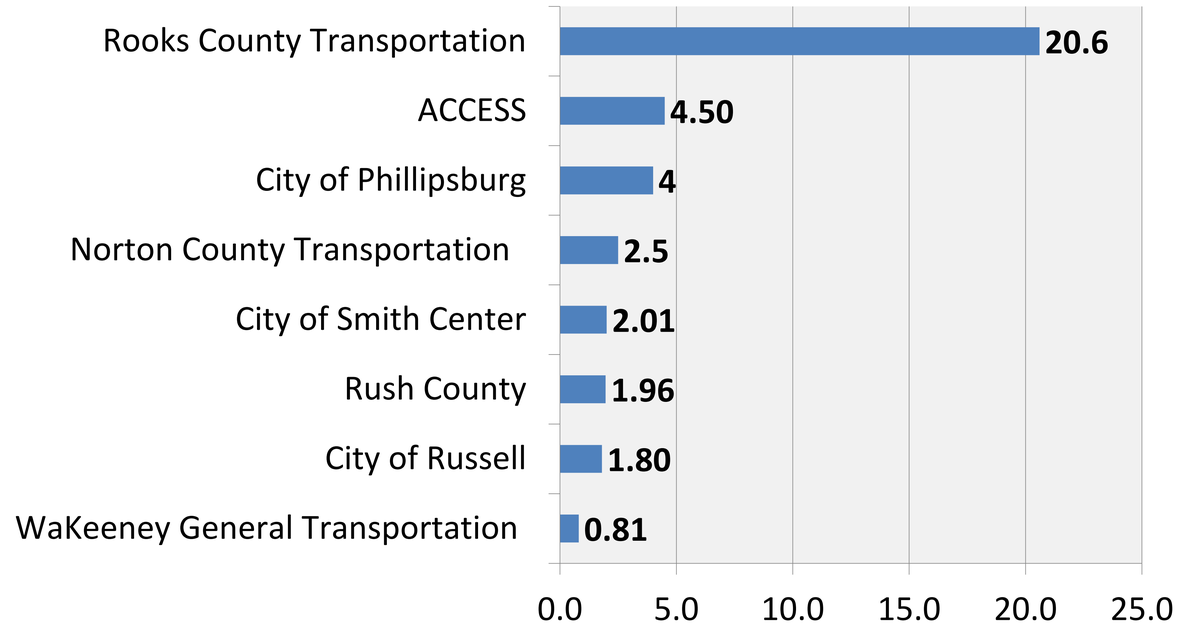
CHALLENGES

- Service Area: Majority of Counties With Limited or no Service
- Geographic Coverage/Population Density
- Most Providers are Single-Vehicle Systems
- Federal Funding Levels

FUNDING SOURCES (FY 14)



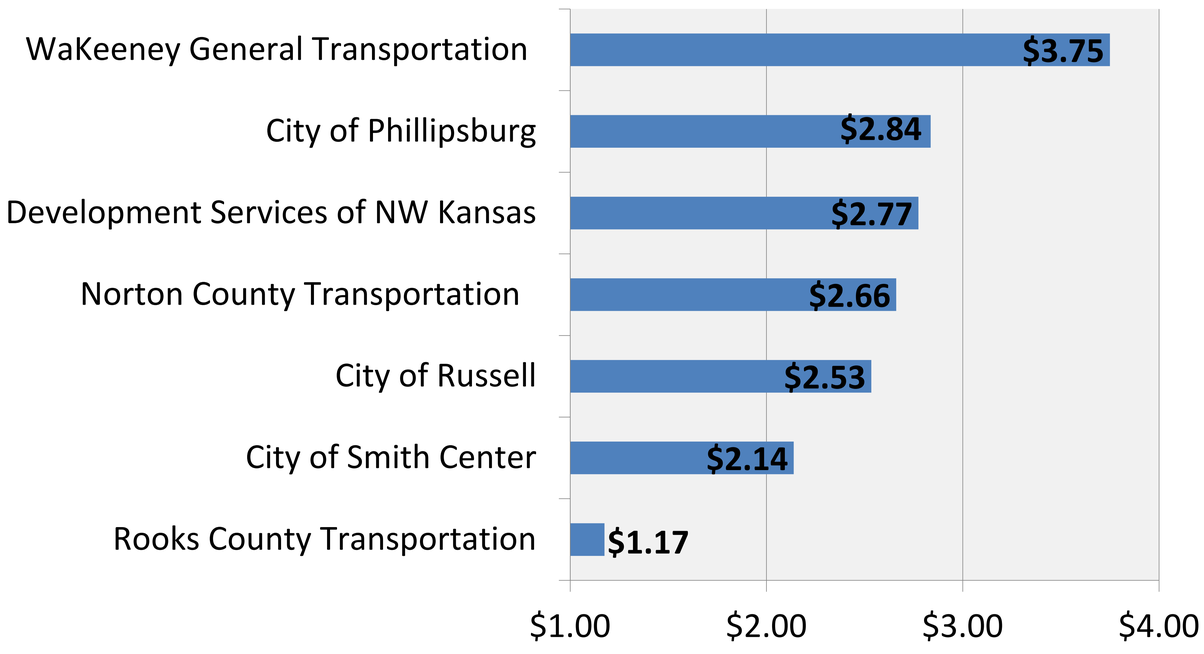
Average Miles per Trip



Span of Service

Provider	Span of Service
ACCESS	County = Monday through Friday: 6:00 AM - 10:00 PM, City of Hayes = Sun - Tues, 6 AM - 10 PM, Wed - Sat, 6 AM - 3 AM
WaKeeney General Transportation	Monday through Friday, 7:30am – 4:30pm
City of Smith Center	Weekdays 8:00 AM to 4:00 PM
City of Russell	Weekdays 8:00 AM - 6:00 PM, Saturdays, 9:00 AM - 4:00 PM
Rooks County Transportation	Weekdays 8:00 AM to 5:00 PM
City of Phillipsburg	Weekdays 10:00 AM to 4:30 PM
Norton County Transportation	Weekdays 8:00 AM to 4:00 PM
Rush County	Monday – Friday 8:00 AM-4:30 PM

Operating Cost per Mile



Staffing

Provider	Paid Staffing
ACCESS	Approximately 25 paid employees
WaKeeney General Transportation	1 paid – bus driver/do-all! Plus Lindsay for bookwork/reports
City of Smith Center	2 PT drivers and 1 PT Admin
City of Russell	2 FT, 1 PT drivers and 1 PT Admin
Rooks County Transportation	2 FT, 1 PT drivers 1 PT Dispatcher and 1 PT Admin
City of Phillipsburg	1 FT driver and 3 Fill-in drivers, 1 fill-in driver/maintenance person
Norton County Transportation	2 FT Drivers, 1 FT dispatch
Rush County	1 FT and 4 PT. County staff assist with scheduling and driving

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

Norton County Transportation (1 vehicle) operates weekdays (8 a.m. to 4 p.m.) within the county and occasionally to Hays and Hill City.

Decatur County Transportation (1 vehicle) operates on weekdays 8 a.m. to 5 p.m. and weekend on call service.

City of WaKeeney (1 vehicle) operates weekdays from 7:30 a.m. to 4:30 p.m. within the city limits.

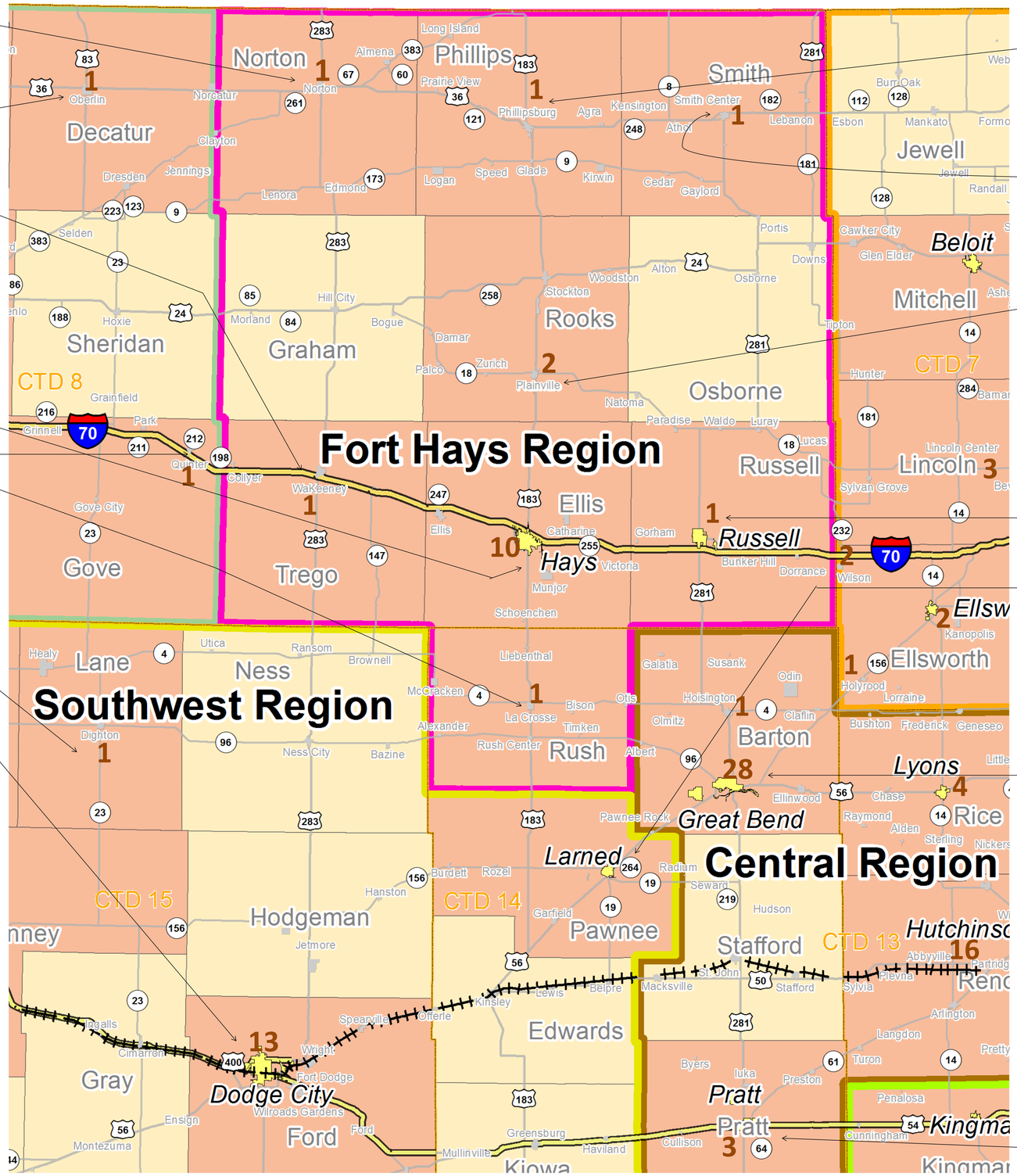
Gove County Medical Center (1 vehicle) operates 7-day service 6 a.m. to 6 p.m.

ACCESS (10 vehicles) operates weekday service from 6 a.m. to 10 p.m. throughout Ellis County and operates within Hays Sun - Tues, 6 AM - 10 PM, and Wed - Sat, 6 AM - 3 AM.

Rush County Public Transportation (1 vehicle) operates weekdays 8:00 a.m. to 4:30 p.m.

Lane County Transportation (1 vehicle) operates weekday service (8 a.m. – 5 p.m.) within the county and occasionally to City of Hays.

City of Dodge City (4 vehicles) operates weekday service within city limits (7:30 a.m. to 10 p.m.); **Arrowhead West, Inc**. (9 vehicles) serves Dodge city area with 7-day service (M-F, 6 a.m. to 10 p.m., Sat-Sun 8a.m. to 10 p.m.).



City of Phillipsburg (1 vehicle) operates weekdays (10 a.m. to 4:30 p.m.) within the county and as far as Logan and Kirwin.

City of Smith Center (1 vehicle) operates on weekdays from 8:00 a.m. to 4:00 p.m. within the city limits.

Rooks County Transportation (2 vehicles) operates weekdays (8 a.m. to 5 p.m.) within the county and counties adjacent to Rooks (Rooks Co. residents only).

City of Russell (1 vehicle) operates on weekdays (8:00 a.m. to 6:00 p.m.) and on Saturdays (9:00 a.m. to 4:00) within the city limits.

Pawnee County Council on Aging (1 vehicle) operates 24 hours per day, 7 days per week throughout the County, and within a 250 mile radius.

Other Providers Near the Fort Hays Region:

North Central Region:
City of Holyrood (1 vehicle)
City of Wilson (2 vehicles)
Ellsworth County COA (2 vehicles)
Lincoln County Transportation (3 vehicles)
Solomon Valley Transportation, Inc.

Central Region
City of Hoisington COA (1 vehicle)
Rice County COA (4 vehicles)
Reno County Public Transportation (4 vehicles)
Disabilities Supports of the Great Plains – Hutchinson (5 vehicles)
TECH (7 vehicles)

Sunflower Diversified Services (10 vehicles, based in Great Bend) serves 5 counties located in the S.W., Central & Fort Hays regions; **City of Great Bend COA** (18 vehicles)

Pratt County Council on Aging (3 vehicles) operates weekdays (9 a.m. to 5 p.m.) within the county and to Wichita, Hutchinson, Great Bend, Greensburg, and Kingman.

Potential Regions, CTDs, and Transit Availability

- AMTRAK Southwest Chief
- Intercity Bus Corridor
- CTD Boundaries
- Places over 3,000
- Counties With Transit
- Counties Without Transit

N W E S

0 5 10 20 30 40 Miles

Regions as defined in "KDOT Transit Regionalization Technical Memo" Olsson Associates, March 6th, 2013. Updated May 30th, 2013

# of vehicles

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

FH: R1

Northwest Region Committee

Meeting
Meeting Notes from Colby

Colby Meeting August 14, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Thomas County, Logan County Hospital, ACCESS, City of Goodland, Decatur County and Rawlins County were present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis from KDOT Transit were the KDOT representatives.

Mark Swope from Olsson facilitated the meeting accompanied by Tom Worker-Braddock and Jon Moore.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model update is the implementation of the preferred strategy. The goal is to strengthen the transit network for Kansas. Making it possible to go from Kansas City to Colorado using only transit is an hyperbolic example of an outcome of this project.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes page.

Let's Talk about the Region

General Discussion Items:

- There are many trips taken to Hays. This fact provided context to the discussion on whether to split the Northwest and Fort Hays regions or combine them into a single region.
- Logan County Hospital – 700 kids are transported every month to school. Fares are $2. Their service is demand response.
- Decatur County Transportation – transports riders across the state boundary into Nebraska because their healthcare facilities are closer than Hays.
- Oakley charges $0.55/mile + $15/hour for trips outside of Oakley.

- Sheridan County goes as far as Garden City and McCook (NE).
- Rawlins County transports people to Colby for doctor appointments. County officials are hesitant about facilitating out-of-county shopping trips.
- Angel Transportation accepts $8 per ride from Medicaid patients.

Challenges:
When the topic of coordination was brought up to the stakeholders from the Northwest Region, Providers are cautious about how current operations would be affected by the a regionalization / coordination process. Many local governing bodies are also concerned with exporting sales tax dollars to other communities, or in some cases, out of state. Challenges faced not only include the diverse needs of riders, but also the balancing act between the needs for service in rural and urban areas, and intercity travel.

The following were identified as challenges:

- Elaine from Logan County Hospital would like to take more on with her transportation duties, but that is only part of her job's responsibilities.
- There is demand from Oakley to Hays, but providing long-distance trips would negatively impact in-town trips.
- Thomas County can only drive within Colby city limits.
- There is a fear that increased transit access will take tax dollars away from counties spending tax dollars on transit.
- Traffic patterns are not necessarily the same as transit travel patterns.
- Modernizing fare collection systems is difficult, i.e. only accepting exact change.
- People are sick, so they don't want to wait around long for a bus to arrive
- Providers have different budget cycles making it more difficult to coordinate service/payment.
- There have been attempts to coordinate with doctors in Overland Park but doctors do not want to coordinate.
- Employees often have other job responsibilities unrelated to transit service.
- Providers are limited by their jurisdictional boundaries.

Needs:
The discussion of keeping tax dollars within county/city boundaries continued when stakeholders explained how riders ask drivers to extend trips to the doctor to include a stop at retail locations near the healthcare facility. These types of trips and many others are concentrated towards the city of Hays. This fact supports the potential need to combine both the Northwest and Fort Hays Regions.

The following were identified as needs –

- Managing client expectations regarding differences between pre-reserved demand response public transit service, and a chauffeur / taxi service.

- Existing supply of service to Hays does not meet demand. Hays is an important destination for both appointments, social security office, job service office, and retail.
- Dialysis treatment is an important trip purpose to Hays.
- Need to understand how riders are going from one region to another.

Existing Coordination:

- Coordinating with doctors in Overland was attempted
- Church representatives coordinate with riders for trips

Opportunities:

Opportunities may increase coordination among providers, particularly by combining trips or facilitating passenger transfer between long-haul/local services, or leveraging existing volunteer networks.

The following opportunities were discussed, and need to be investigated early in the project.

- Increase communication/coordination with the hospitals.
- Thomas County Transportation drivers have many instances where they are not busy. There may be opportunities to provide in-town service to out-of-town clients such as those that arrive via Rawlins County transportation.
- Increase cooperation or coordination with network of church volunteers that transport people to Hays.
- Sheridan County has three buses and travels to Hays routinely. This may be an opportunity to combine with demand for trips to Hays from Atwood, Colby and Oakley.
- Revive the regional route previously operated out of Hays or Salina that was discontinued due to lack of local funding.
- Investigate opportunities for smaller providers to contract transportation services with a regional provider. Deadhead miles could be minimized by basing a driver and vehicle at the client city, while administrative responsibilities and oversight are provided by the regional provider.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Northwest Regional Mtg #1 (Pg. 1 of 2)

DATE - 8/14/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Shelly Harms PH: 785-460-4500	Thomas County County Clerk	tcc01@st-tel.net
Elaine Stone PH: 785-672-8144	Transportation Director Logan County Hospital	estone@oakley.com
Anna Findley PH: 785-621-2078	Transportation Mgr ACCESS/DSNWK	Anna_findley@DSNWK.org
Sue Stephens PH: 785-625-5678	Dir of Admin Services DSNWK	sue_stephens@dsnwk.org
Sharmis Blake PH: 785-890-4514	Deputy City Clerk Goodland	sharmis.blake@cityofgoodland.org
Tasha Fuchs PH: 785-626-3351	Deputy County Clerk Rawlins County	rawlinscountyshuttle@gmail.com tashafuchs@yahoo.com
Rachel Finley PH: 785-626-3351	Rawlins County Clerk	rachelfinley12@yahoo.com
Colleen Geisler PH: 785-475-8101	Decatur County	colleen_geis@yahoo.com

OLSSON ASSOCIATES | URS | SRH

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Northwest Region #1 (Pg. 2 of 2)

DATE - 8/14/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Mark Swope PH:	Olsson	
Tom Workes-Braddock PH:	Olsson	
Cory Davis PH:	KDOT	
Josh Powers PH:	KDOT	
Jon Moore PH:	Olsson	
PH:		
PH:		
PH:		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 14, 2013
Northwest Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why the Project is Being Done

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

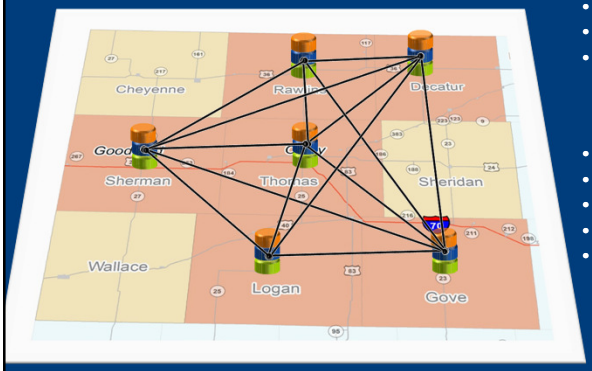
- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service
- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management
- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance
- Vehicles
- Facilities
- Fuel
- Tires

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider | **Service Contracting** | **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:
- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:
- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:
- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:
- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

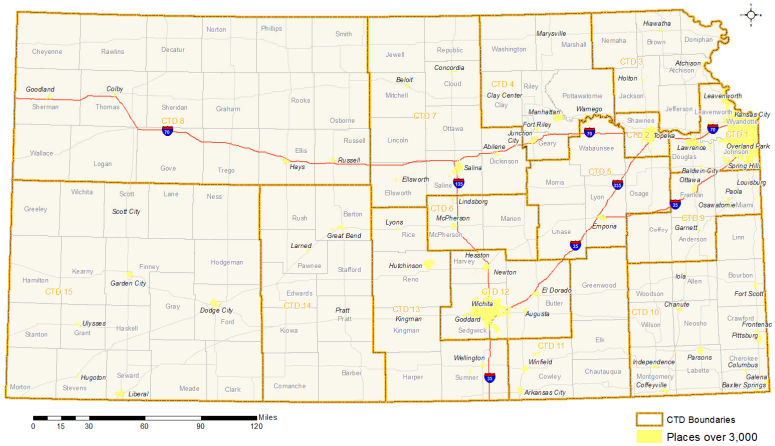
Implementation (6)

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

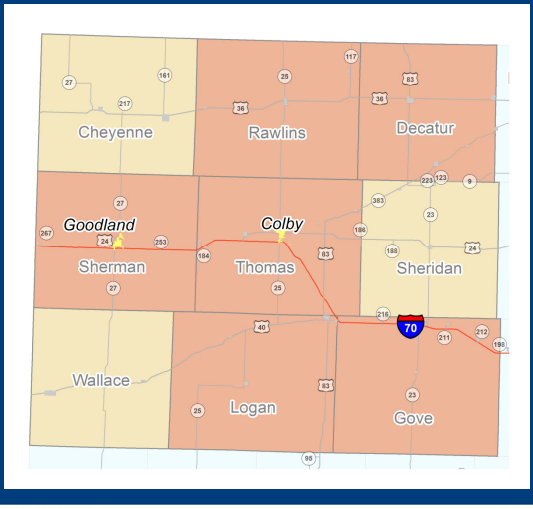


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

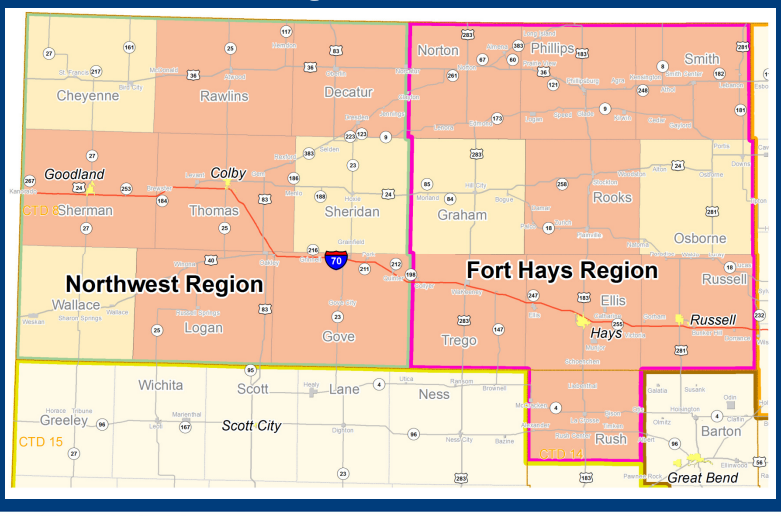
August 14, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

The broader region



OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Provider	# Vehicles	Description
City of Goodland	1	1 13-passenger van with lift
Logan County Hospital	1	1 13-passenger van with lift
Thomas County	1	1 13-passenger van with lift
Decatur County Transportation	1	1 13-passenger van with lift
Gove County Medical Center	1	1 20-passenger Transit Bus

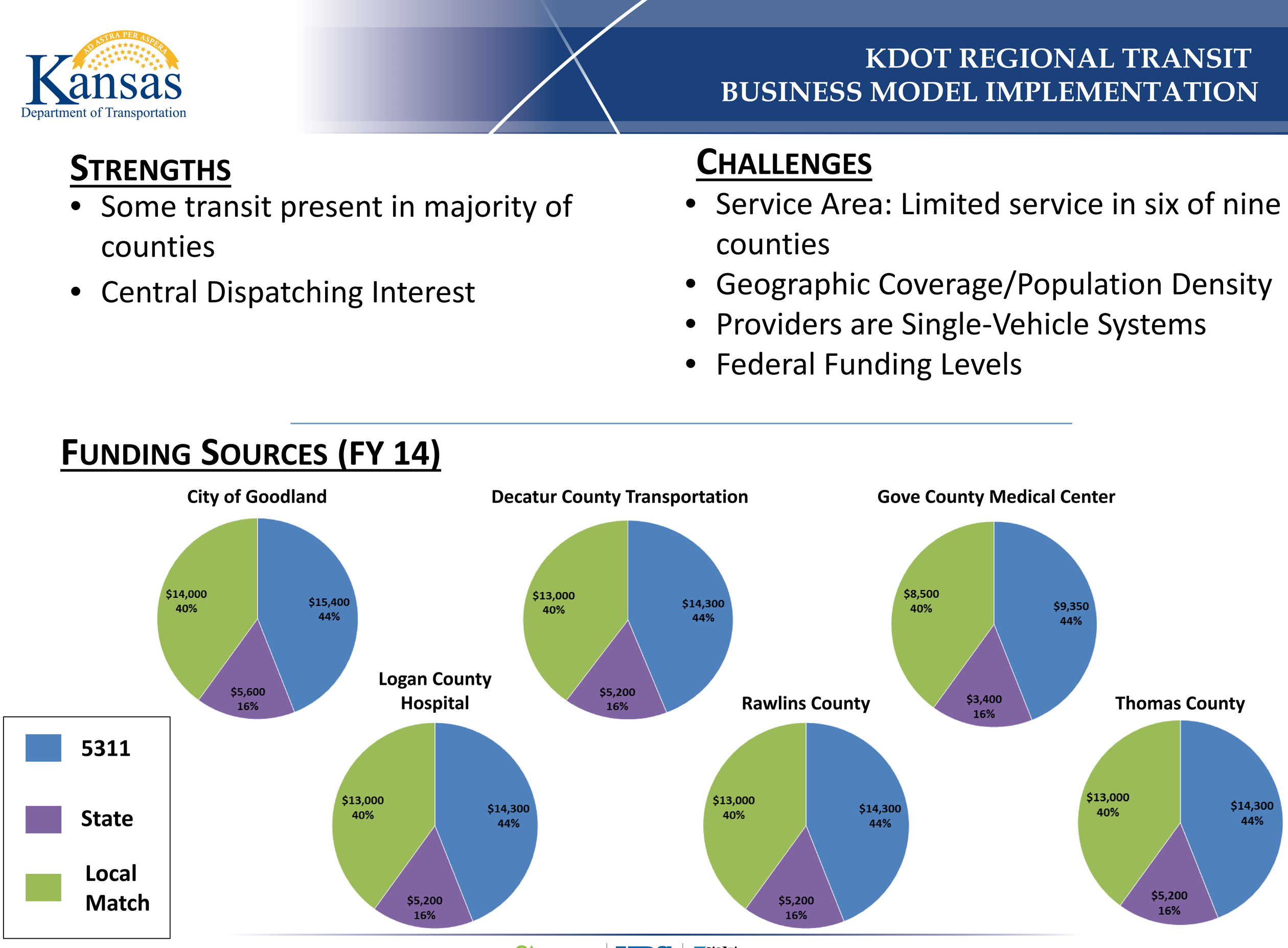
STRENGTHS

- Some transit present in majority of counties
- Central Dispatching Interest

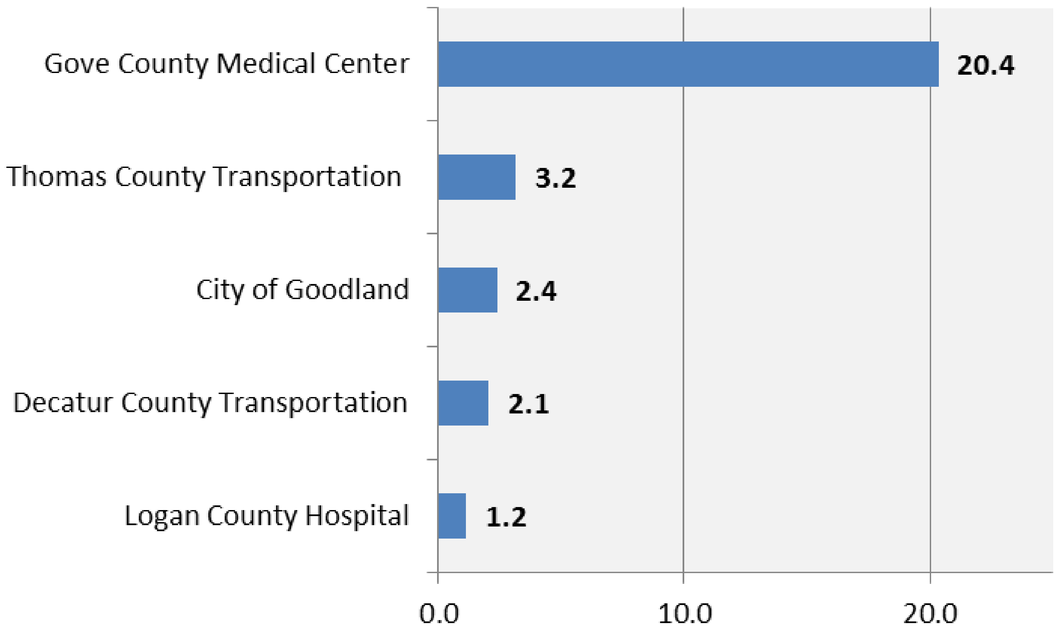
CHALLENGES

- Service Area: Limited service in six of nine counties
- Geographic Coverage/Population Density
- Providers are Single-Vehicle Systems
- Federal Funding Levels

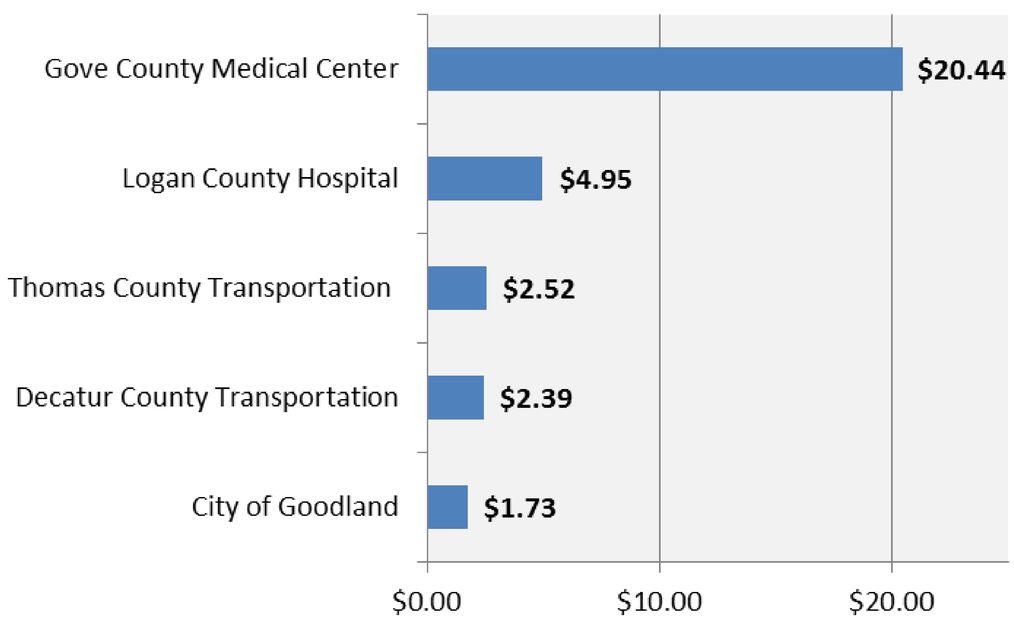
FUNDING SOURCES (FY 14)



Average Miles per Trip



Operating Cost per Mile



Span of Service

Provider	Span of Service
City of Goodland	Mon-Fri, 8 AM – 11:30 AM / 12:30 PM to 4:00 PM
Logan County Hospital	Weekdays 8:00 AM to 3:00 PM
Rawlins County	Weekdays, 6:00 AM - 7:00 PM; Saturdays, 7:00 AM - 6:00 PM
Thomas County	Weekdays 8:00 AM to 5:00 PM, Saturday/Sunday by appointment (rare)
Decatur County Transportation	Monday – Friday 8:00 AM-5:00 PM. Special trips on weekends for residents if scheduled in advance.
Gove County Medical Center	Monday – Friday 8:00 AM -5:00 PM, Saturday, 8:00 AM - Noon

Staffing

Provider	Staffing
City of Goodland	1 FT drivers, 1 PT driver, county clerk staff compiles monthly reports and grant applications
Logan County Hospital	2 PT drivers 1 PT Dispatcher and 1 PT Admin
Rawlins County	27 total - 1 Director, 1 Asst Director, 1 Safety Maintenance Coordinator, 1 Transportation Coordinator/Dispatcher, 2 Dispatchers, 19 Drivers
Thomas County	3 PT Drivers, 1 FT dispatch/director
Decatur County Transportation	4 PT Drivers 1 PT Dispatch
Gove County Medical Center	“Around 200 hospital employees and Senior Companion Volunteers in the LTC and Auxiliary volunteers in the hospital."

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

Rawlins County operates weekdays (6 a.m. to 7 p.m.) and Saturdays (7 a.m. to 6 p.m.).

Decatur County Transportation (1 vehicle) operates on weekdays 8 a.m. to 5 p.m. and weekend on call service.

Norton County Transportation (1 vehicle) operates weekdays (8 a.m. to 4 p.m.) within the county and occasionally to Hays and Hill City.

City of Phillipsburg (1 vehicle) operates weekdays (10 a.m. to 4:30 p.m.) within the county and as far as Logan and Kirwin.

Thomas County Transportation **(1 vehicle)** operates weekday service (8 a.m. to 11:30 a.m. & 12:30 p.m. to 4:00 p.m.) throughout the county.

City of Goodland **(1 vehicle)** operates weekday service (8 a.m. to 3 p.m.) within the city limits.

Logan County Hospital **(1 vehicle)** operates weekdays (8 a.m. to 5 p.m.) and weekends by appt. (rare) within a 90-mile radius of the hospital.

Gove County Medical Center (1 vehicle) operates 7-day service 6 a.m. to 6 p.m.

Scott County VIP's (2 vehicles) operate weekdays within the county and 1-2 trips per month to Garden City.

Lane County Transportation (1 vehicle) operates weekday service (8 a.m. – 5 p.m.) within the county and occasionally to City of Hays.

City of Smith Center (1 vehicle) operates on weekdays from 8:00 a.m. to 4:00 p.m. within the city limits.

Rooks County Transportation (2 vehicles) operates weekdays (8 a.m. to 5 p.m.) within the county and counties adjacent to Rooks (Rooks Co. residents only).

ACCESS (10 Vehicles) operates weekday service from 6 a.m. to 10 p.m. throughout Ellis County and operates within Hays Sun - Tues, 6 AM - 10 PM, and Wed - Sat, 6 AM - 3 AM.

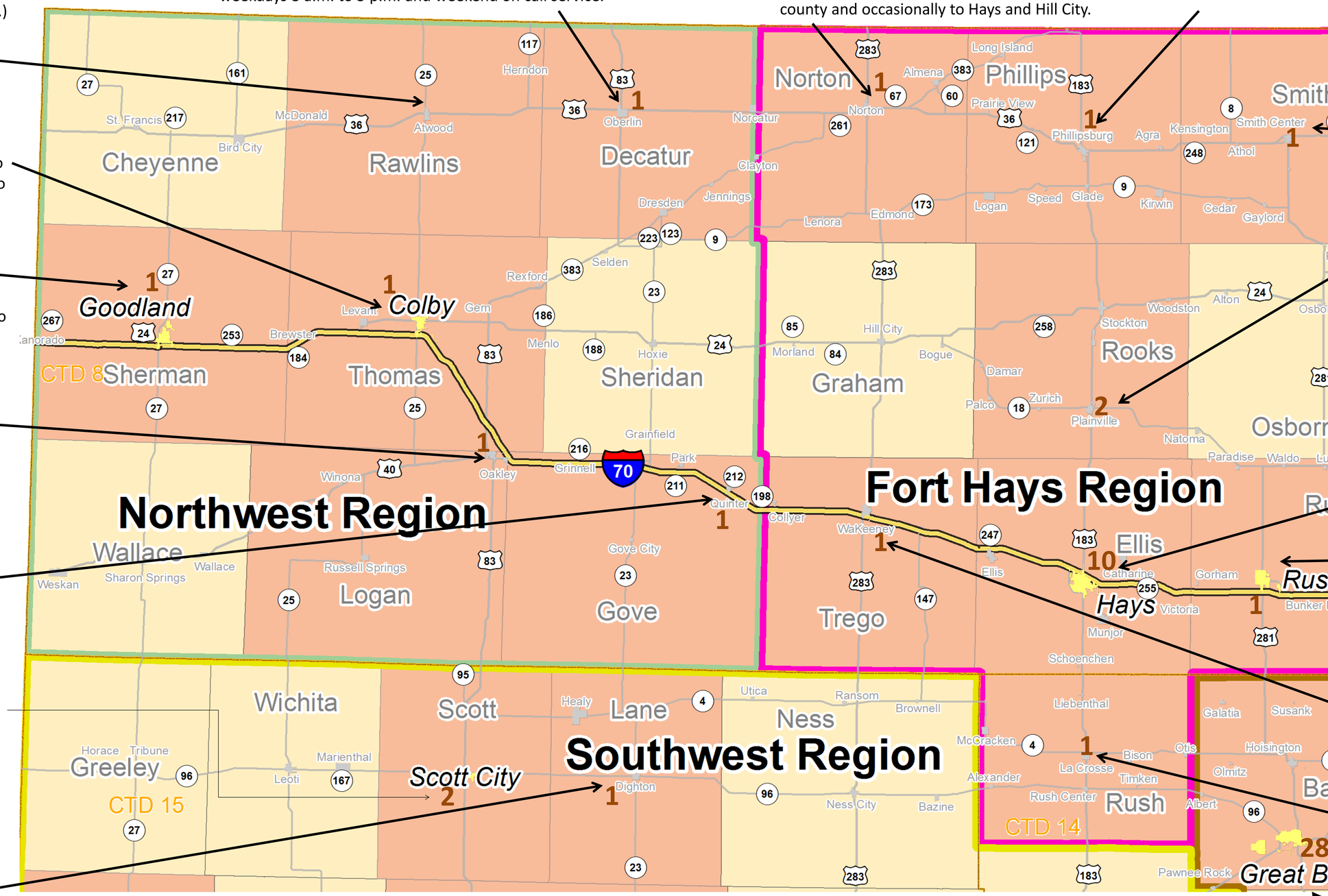
City of Russell (1 vehicle) operates on weekdays (8:00 a.m. to 6:00 p.m.) and on Saturdays (9:00 a.m. to 4:00) within the city limits.

City of WaKeeney (1 vehicle) operates weekdays from 7:30 a.m. to 4:30 p.m. within the city limits.

Rush County Public Transportation (1 vehicle) operates weekdays 8:00 a.m. to 4;30 p.m.

City of Great Bend COA (18 vehicles)

Sunflower Diversified Services (10 vehicles, based in Great Bend) serves 5 counties located in the S.W. Central & Fort Hays regions.



Potential Regions, CTDs, and Transit Availability

Places over 3,000 | Counties With Transit | Intercity Bus Corridor
CTD Boundaries | Counties Without Transit

Regions as defined in "KDOT Transit Regionalization Technical Memo" Olsson Associates, March 6th, 2013. Updated May 30th, 2013

0 12.5 25 50 75 100 Miles

N W E S

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

NW: R1

Northwest Regional Outreach Meeting #2
Meeting Notes from Hays

Hays Meeting December 4, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Rush County Transportation, Logan County Hospital, Thomas County, City of Goodland, NWKAAA, DSNWK/ACCESS, Rooks County Transportation, Rawlins County and Gove County Medical Center were present. Representatives from the City of Hays and KDOT were also present. 5311 recipients were required to be present at the meeting.

Joel Skelley, State Multimodal Planner, and Cory Davis from KDOT Public Transportation were the KDOT representatives, along with Connie Spencer and Stacey Cowan.

Mark Swope from Olsson Associates facilitated the meeting accompanied by Tom Worker-Braddock.

Transit Coordination Project Overview

Joel Skelley introduced the meeting, and provided background and context for the project and implementation.

Mark Swope began the presentation by reviewing the overall project. He introduced this part of the project as Phase Two. The needs assessment report was previously distributed to stakeholders, as was a needs prioritization survey that asked stakeholders to prioritize needs in their region. Both the needs assessment and the needs priority survey form the basis for the discussion at the meeting, and Phase 2 of the project. The needs identified by the stakeholders as higher priority will be the focus of this meeting. The study group has some initial ideas of what strategies could be used to address the region's needs, but stakeholders will be needed to successfully pinpoint the appropriate strategies for the Northwest Region's specific needs. The presentation for the Northwest Region is attached following the notes page.

Need more coordination with medical providers and other destinations on trip scheduling

- *Option #1 – Coordinate with Dialysis Centers and other medical centers to group transit-dependent trips.*
    - ACCESS works with the dialysis center. The center has asked them to bring trips in early, so they have adjusted those trips according to their request.

  - Rooks County brings people to dialysis every day. Medical providers "try" to coordinate, but at the end of the day, they are not very willing to coordinate with transit providers.
  - Thomas County has one person who is both the driver and the dispatcher. This makes coordination with medical providers even harder, as well as making out-of-town trips.
- *Option #2 – Develop processes and relationships where clients would schedule medical appointments through transportation providers.*
  - ACCESS says another dispatcher would be required if option #2 was adopted. Medical providers already have an incentive to get people to their appointments because that means they are less likely to need to visit the Emergency Room.
  - Option #2 may only be applied at local levels where volumes are lower.
  - Jerry Michaud, from DSNWK, says this option would require a lot of confidence from medical providers, but could also become too burdensome, especially when people have to cancel their appointments, etc. Who is going to take responsibility for when a client does not make it to their scheduled appointment? This type of coordination would require three-way communication: Client/Transit Provider/Medical Provider
  - Connie Spencer, from KDOT, believes transit providers could at least educate medical providers that service is available.
- *Option #3 – Increase coordination among transit providers in medical trips.*
  - Cory Davis sees the general idea of option #3 as a statewide priority.
  - Mark Swope sees potential in both options #1 and #3.
  - Michelle/NWKAAA sees a need to figure out what airlines do when they are forced to coordinate in connecting flight paths.
  - I.D. Creech, the Public Works Director from Hays, believes it would make more sense for the client to schedule their appointments around the transportation choices rather than the transportation system focusing on each passenger's schedule.
  - Jerry/DSNWK feels there is a need for a regional route that can tie into Hays. There are "health managed plans" now where doctors have an absolute priority on keeping people healthy, according to the Affordable Care Act.

Need to establish a link between local service and inter-regional transit service

- *Option #1 – Expand local service areas and coordinate with existing inter-county/regional services.*
  - Discussions were made on local funding and local county resources.
  - There is a Dialysis center in Goodland.
  - Anna/ACCESS believes they could ask Walmart for money assistance.
  - Jerry/DSNWK contracts to non-emergency medical transportation.
  - The bottom line of this project is meeting more needs, with greater efficiency.
  - There are concerns about the sensitivity of county commissioners with services and funding needs.

  - If coordination is made with Medicaid organizations, there will be a need for an administrative directive. There is a need to streamline rules/regulations between Medicaid organizations and KDOT, i.e. "only Medicaid people can ride your bus."
  - Medicaid organizations should be invited to future meetings.
- Option #2 – establish regional route(s) that would hub out of Hays and connect with locally operated services throughout the region.
  - While referring to the Care Van, Jerry said the only reason the Care Van no longer operates is because of the absence in a local match.
  - Option #2 will be further developed.

Need to increase the awareness of transit service

- Option #1 – Modify provider naming conventions to clearly convey the agency's mission of providing general public transit service.
- Option #2 – Coordinated Marketing – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.
- Option #3 – Joint Branding – One informational number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.
- Option #4 – Full Branding Integration – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.
  - Options 1 – 4 generally increase with difficulty. These options are the same that would address issues related to the perception of transit.

Need to assess the feasibility of "some level of service" in counties presently without service

- *Option #1 – Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.*
  - Rooks County has to turn down people from Graham County/Hills City. It is assumed that Gove County probably picked up those potential riders.
  - Working with the Association of Counties might be a better way to let people know that this is happening.
  - Other prospects include looking at a private pay model that has persons paying for the full cost of service if they're in a county that does not participate in public transit, engaging counties currently without service, and explaining the benefits of having a mobility coordinator/transportation coordinator that can coordinate information.
- *Option #2 – Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.*

Final comments

Mark Swope concluded the meeting by discussing the next steps. .

  - More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.

- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.
- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

The next round of meetings will happen in March or April. Communication will continue with specific providers between now and then.

- A provider asked if they choose not to participate in the regionalization effort, will their money be removed? KDOT reiterated that *additional* money will go towards increasing the regionalization effort, and that the goal is not to punish existing providers.

To: Northwest Regional Committee

From: Mark Swope / Olsson Associates

Subject: Range of Transit Coordination Strategies for Region

Date: December 3, 2013

Background

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. We asked people to provide input on the importance of addressing each gap in order to prioritize our work to first developing strategies for those most critical needs/gaps. As funding for transportation services is tight at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working on with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 4, 2013 regional committee meeting in Hays. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 4, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

Prioritization of the Needs / Gaps / Barriers

The focus of the August committee meetings was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the meetings in Colby and Hays were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs that encompassed those more specific needs identified at

the local levels. This list is identified in Figure 1. This list was circulated to committee representatives and other agency representatives attending the July meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed dozen needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents.

- Need more coordination with medical providers and other destinations on trip scheduling.
- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

List of Strategies / Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 4, 2013 regional committee meeting is to discuss the broad range of concepts with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a summary of each of the concepts and to touch on current services/ conditions in the focus area. The information provided is intended to provide the critical background for discussion on December 4, 2013.

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 4, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be retained for more detailed review and evaluation.
- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 1 Northwest Region - Stakeholder Priorities Chart

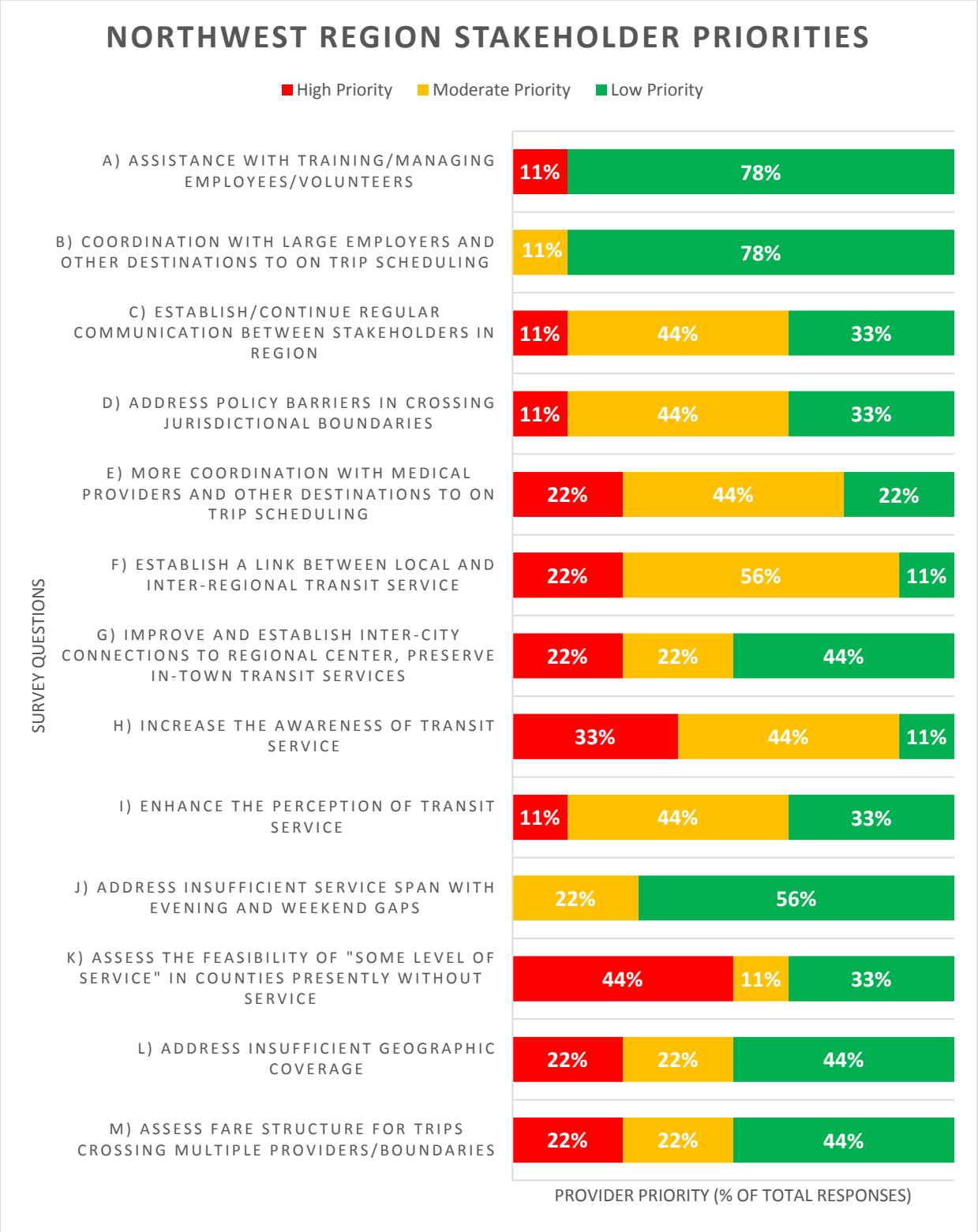


Table 1: Northwest Region – Alternate Strategy Summary

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need more coordination with medical providers and other destinations on trip scheduling		
Option 1: Coordinate with dialysis centers, other medical centers, to group transit-dependent trips.	Presently – The only regional dialysis center is located in Hays, but is only served by a few transit providers. Norton County, Rooks County, Wakeeney County, and ACCESS are only providers that travel to Hays.	Would require dialysis center and medical providers to proactively identify and schedule transit-dependent patients to particular times or days. Places an onus on medical providers.
Option 2: Develop processes and relationships where client would schedule medical appointments through transportation provider.	Presently – clients may or may not coordinate their medical appointments with transportation providers, which may result in low rider volumes per trip.	- Would require clients to fill out HIPA form allowing medical providers to share client appointment information with transit provider. Client would inform transportation provider of their availability, and transportation provider would schedule medical appointment on client's behalf. This would make it easier for transportation providers to clump trips. - May be difficult for transportation provider to schedule high volume of medical trips. - Efficiency gains may be limited if medical trips aren't coordinated among multiple transportation providers.
Option 3: Increase coordination among transit providers for medical trips.	Presently – only infrequent or informal coordination occurring if trips go through other providers service areas.	-May benefit from centralized dispatch capabilities. -Would require other operational coordination to occur, such as fare agreements, ridership allocation, etc. -Could be an outcome of a regional route.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to establish a link between local service and inter-regional service		
Option 1: Expand local service areas and coordinate with existing inter-county/regional services.	Presently – Long distance trip options are extremely limited for residents of western portion of region. Some providers do facilitate travel from adjacent counties (Rawlins County, Gove County Medical Center, Rooks County Transportation). Hays continues to be a major destination for medical and social service trips.	-Would require multiple agencies to change their policies to provide a network capable of long-distance trips. Long distances and low number of existing vehicles may affect current services.
Option 2: Establish regional route(s) that would hub out of Hays and connect with locally operated services throughout the region.	Previously – A "Care Van" was sponsored by the Hays Medical Center, with one end originating out of St. Francis. The previously Care Van ended due to lack of local match. Hays continues to be a major destination for medical and social service trips.	-"Northern" tier route that follows the US 183 and US 36 corridors, and a "southern" tier route that follows I-70. Long distances involve may create significant logistical barriers. -Need to determine origins of local match, and how costs would be allocated to counties being served. -Need to determine operating agency (ACCESS?).

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to increase the awareness of transit service.		
Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.	Names of current services may not convey the "general public" aspect of transportation.	
Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.		The large area and low density of transit services may limit the appeal of joint advertising.
Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.		Would still require a client to make multiple calls to schedule a trip. Clients unlikely to use the informational number more than once, and afterwards, directly call the appropriate transit agencies.

Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.		Would require significant coordination and integration of services. May have the largest impact on users in terms of making long distance trips or using trips of multiple providers.
Concept Strategy – Need Addressed	**Background – Current Conditions**	**Comments**
Need to assess the feasibility of "some level of service" in counties presently without service.		
Option 1: Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.	There has been interest from some counties to have ACCESS set up or manage transit services.	Could contract out all or part of service.
Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.	Some counties currently without service, or with low levels of service, may be adjacent to counties without capacity to provide additional service.	Would still require local participation in terms of local match, providing space to store vehicle, access to spare drivers. Long distances may create management difficulties. Could contract out all or part of service.

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 4th, 2013
Northwest Region

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

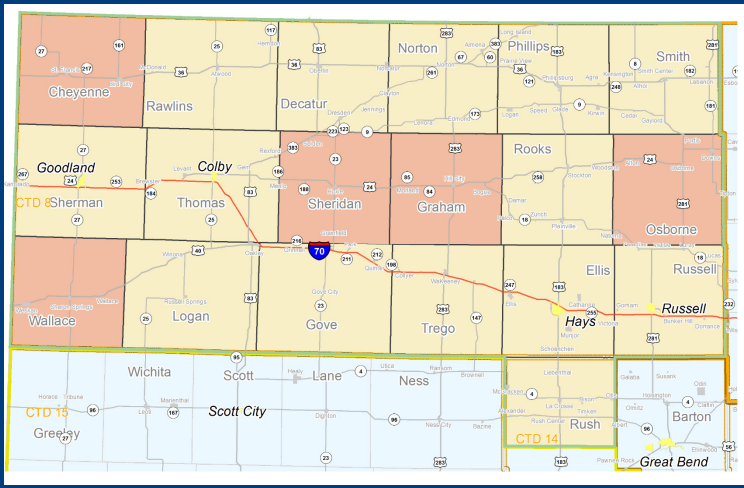
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the Following High Priority Needs:
  - Need more coordination with medical providers and other destinations on trip scheduling.
  - Need to establish a link between local service and inter-regional transit service.
  - Need to increase the awareness of transit service.
  - Need to assess the feasibility of "some level of service" in counties presently without service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The Northwest Region



Northwest Identified High Priority Needs

- Need more coordination with medical providers and other destinations on trip scheduling.
- Need to establish a link between local service and inter-regional transit service.
- Need to increase the awareness of transit service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need more coordination with medical providers and other destinations on trip scheduling.
  - Option 1: Coordinate with dialysis centers, other medical centers, to group transit-dependent trips.
  - Option 2: Develop processes and relationships where client would schedule medical appointments through transportation provider.
  - Option 3: Increase coordination among transit providers in medical trips

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish a link between local service and inter-regional transit service.
  - Option 1: Expand local service areas and coordinate with existing inter-county/regional services.
  - Option 2: Establish regional route(s) that would hub out of Hays and connect with locally operated services throughout the region.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to increase the awareness of transit service.
  - Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.
  - Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.
  - Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.
  - Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.

Potential Strategies to Address High Priority Needs

- Need to assess the feasibility of "some level of service" in counties presently without service.
  - Option 1: Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.
  - Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.

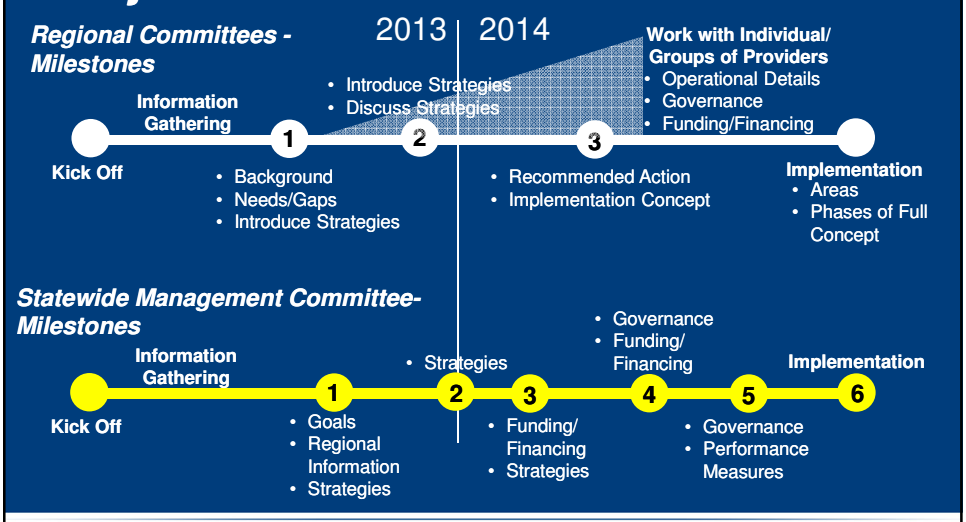
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Northwest Identified Moderate Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to address policy barriers in crossing jurisdictional boundaries.
- Need to address fare structure for shared trips.
- Need to improve and establish inter-city connections to regional centers while preserving in-town transit services. Including designating inter-regional corridors for service.
- Need to enhance the perception of transit service.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Northwest Regional Transit Model Working Session II **DATE -** 12/4/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Tasma Thielenhaus PH: 785-222-3537	Rush Co. Transportation Secretary	rcwdjrf@gbta.net
Elaine Stone PH: 785-672-8144	Trans Director Logan County Hospital	estone@lchoakley.com
Shelly Harms PH: 785-460-4500	Thomas Co Clerk	tccl@st-tel.net
Janeil Dilling PH: 785-890-4500	City of Goodland	janeil.dilling@cityofgoodland.org
MICHELLE MORGAN PH: 785-628-8204	EXECUTIVE DIRECTOR NWKAAA	mmorgan@nwkaaa.org
LeeAnn Schmidtberger PH: 785-625-5678	Fiscal Services Manager DSNWK	leeann_schmidtberger@dsnwk.org
JERRY MICHAUD PH: 785-625-5678	PRESIDENT/CEO DSNWK	JERRY_MICHAUD@DSNWK.ORG
Johnna Lambert PH 785-688-4429	BROOKS CO TRANS Director	jlambert@Plainville.hpmin.com

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Connie Spencer PH:	KDOT	Connies@ksdot.org
Stacey Cowan PH:	KDOT	
JD Creech PH: 785 628 7350	City of Hays	jdcreech@haysusa.com
Anna Findley PH: 785-621-2078	ACCESS/DSNWK	Anna_findley@DSNWK.org
Rachel Finley PH: 785-626-3351	Rawlins County County Clerk	rachelfinley12@yahoo.com
Tasha Fuchs PH: 785-626-3351	Rawlins County Deputy Clerk/Shuttle Director	rawlinscountyshuttle@gmail.com
Michelle Haflicer PH: 785-754-3335	Gove Co. Med. Ctr.	socialservices@gcmc.ws
PH		

OLSSON ASSOCIATES | URS | SRF

Northwest Regional Working Session
Meeting Notes from Hays

Hays Meeting April 1st, 2014

Introductions
A sign-in sheet for the meeting is attached. Transportation providers from Thomas County, Decatur County, Wakeeney, Phillipsburg, Russell, Goodland, Logan County Hospital, Smith Center, Rooks County, DSNWK, ACCESS, Gove County Medical Center, Rawlins County, and Rush County were present. University of Kansas Medical Center Area Health Education Center, Graham County Economic Development and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview
Mark Swope introduced the meeting, and explained how the meetings concepts and discussions were meant to be discussion points. Josh Powers thanked everyone for coming; he and his staff are here to answer questions.

Mark Swope introduced the four strategy categories. The four areas of the project include governance, communication, service/operations and administration/mobility management. Mark then brought up top priority needs identified by the stakeholders in the Southeast Region including:

- Establishing a link between local service and inter-regional transit.
- More coordination with medical providers and other destinations on trips scheduling.
- Increase the awareness of transit service.

Assessing the feasibility of “some level of service” in counties presently without service”.

Northwest Regional Routes
Mark Swope explained the regional route concept that had been developed; both a “northern” route that connected Rawlins County to Hays along US 36, and a “southern” route that connected St. Francis to Goodland and Hays along I-70. This would essentially re-establish an earlier route. The purpose of the discussion was to determine if the service and fare levels were appropriate, and if there was an appropriate operator.

Specific pick-up points and schedules were discussed. There was interest in extending route to Russell. Regional routes would be pre-reserved demand response service on a schedule, and wouldn't make empty trips. The regional route could eventually evolve into a regularly scheduled one that doesn't require reservations. Operation may have to be set up, so a driver still gets paid, even if a trip isn't made. Regional routes would need to be more than 1x/week to serve dialysis trips. Quinter takes four dialyses patients to hays on Tuesday, Thursdays, and Saturdays. Dialysis trips get shifted when the normal trip day falls on a holiday.

Atwood has a lot of demand to Goodland and Colby. Doesn't see a lot of people that would use it a regional route, as currently envisioned, to get to Colby and Goodland. Making the connection between Atwood, Colby and Goodland needs to be considered. Could have an alignment of Atwood-Colby-Goodland.

Feeder lines could existing connecting the northern route and the southern route. Northern tier could also alternative between top tier (US 36) and middle tier (US-24).

If the route was operated under a separate 5311 program, Feds would pay 50%, local share would be 20% to 30% of operating costs.

Current fares, the ridership model and annual costs were discussed. Projected monthly ridership ranged from 57 to 121, depending on alignment and number of trips per month. The range of potential fares to Goodland was discussed based on recovery rates of 50%, 25%, and 10%. It was discussed if passengers would pay the local providers fare to access the regional route, in addition to the regional route fare. Those providers that currently only accept donations, may have to start taking fares.

Josh Powers discussed how this was still in the planning stage. There was questions about if St. Francis / Cheyenne County were approached, since this service would affect them. The Cheyenne County clerk was invited to this meeting. Eventually, this effort will be able to will be able to tell each county how much this would cost. Wal-Mart, medical centers, etc., could also be approached.

The appropriate fare level is a policy decision – to limit tax subsidization of the service, or to enable passengers to more affordable travel.

From Oberlin, there's a lot of trips to Norton, or McCook (Nebraska). There would be a need to to create some variations to the middle tier counties. Rush County goes to Hays 1-4x a week. The provider in Rush County was having trouble getting a ride down to Wichita, which speaks of the need to facilitate intra-regional service.

Coordinated Service

The strategies involving coordinated dispatching were discussed, including:

- Option #1 Centralized scheduling of regional/long distance trips
- Option #2 Centralized scheduling of all trips
- Option #3 Centralized scheduling of all trips (central call number)

Option #2 would allow one provider to see all of the trips made in the region by the other providers.

Some providers thought Option #3 was ideal. Josh Powers clarified that coordinated dispatch included GPS in the vehicle that would allow providers to see location of their (and other provider's) vehicles in real time. Coordinated scheduling also makes it easier for providers to track ridership and performance.

The consensus was to looking at developing Option #2 for this region.

These was discussion about which agency would "house" the coordinated scheduling software. It's assumed that ACCESS would be the best agency to house the software. If a regional route does get implemented, and/or multiple agencies have one agency handle dispatching, dispatching capacity of that agency would have to be examined; including if additional dispatchers would need to be hired,

Transit Cost Allocation

A transit cost allocation model was presented by Tom Worker-Braddock. A cost allocation model would allow a transit agency to identify the complete costs associated with expanding service, or beginning service in a new area. This model will be emailed to providers in the following weeks.
Positive remarks were made by providers regarding the model.

Mobility Manager

Mark Swope discussed the role of a mobility manager. A mobility manager would create partnerships to coordinate transportation, enhance travel options, and communicate to the public. Two potential models could be used for a mobility manager. A mobility manager could be hired by an agency, but with regional funding and regional responsibilities (as opposed to being responsible to a single agency). Alternatively, a mobility manager could be hired by a separate entity. Some regions already have "local" mobility managers. A mobility manager could serve as an "information czar" for transportation services. A lot of policy questions and administrative questions will be addressed in the next phase. The hiring of a mobility manager could be a function of a regional governance board contracting with an agency to to house them.

Medical Coordination

There was discussion about coordinating with medical providers. KanCare is taking a lot of effort.

Other

Mark Swope presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions. He also provided an illustration of a bus with a logo placement above the cab.

Next Steps

The next meeting will likely occur in September.

Regional Committee Meetings #3 – Northwest Region Agenda / Outline

April 2014

Introductions and Reintroductions	-	**10:00 – 10:05**
Overview	-	**10:05 – 10:15**
Regional Route Discussion	-	**10:15 – 11:30**
Centralized Scheduling Discussion	-	**11:30 – 12:00**
Lunch	-	**12:00 – 12:30**
Cost Allocation Discussion	-	**12:30 - 1:00**
Mobility Management Discussion	-	**1:00 - 1:45**
Wrap-up	-	**1:45 - 2:00**

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Northwest Region Working Session #3

April 1, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

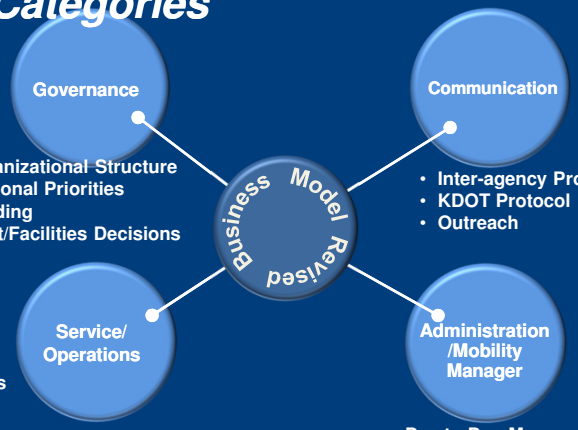
Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Implementing a Regional Route
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Establish a link between local service and inter-regional transit service
  - More coordination with medical providers and other destinations on trip scheduling
  - Increase the awareness of transit service
  - Assess the feasibility of "some level of service" in counties presently without service

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Add Northwest Regional Routes

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Making Ideas a Reality

- Develop a Schedule
- Prepare Fare Structure
- Communication Plan
  - Advertising Concept
  - Who to Call for Ride
- Determine if Need Agreements
  - Schedule
  - Fares
  - Responsibilities

Schedules/Fares

- Range of Scheduling
  - Minimum of One Per Week
  - Maximum of Four Per Week
- Range of Fares
  - Distributed by distance relative to trip end (Hays/Goodland)
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares to regional center) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Schedule for Intercity Trips

Origin Community	Destination Community	Regional Stops	Trips/ Month
Atwood	Hays	Atwood Oberlin Norton Phillipsburg Stockton Plainville	4, 8 or 16
St. Francis	Hays	St. Francis Goodland Colby Oakley Quinter WaKeeney Ellis	
Hays	Goodland		

Schedules/Fares

- Range of Scheduling
  - Minimum of One Per Week
  - Maximum of Four Per Week
- Range of Fares
  - Distributed by distance relative to trip end (Hays/Goodland)
  - Based on potential cost recovery rates of 50%, 25% and 10%

(Regional Route's ridership) x (Fares to regional center) = Total Cost Recovery

(Total Cost Recovery) / (Total Cost of Route) = Cost Recovery Rate

Kansas Department of Transportation
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fare Structures

Passenger Origin	Transit Provider	Fares
Hays	ACCESS	$1.50 per trip in city limits $3 per trip in County
Plainville	Rooks County Transportation	Donations Only
Quinter	Gove County Medical Center	Donations Only
La Crosse	Rush County Transportation	$1 per in-county trip Out-of-County trips: $5 per scheduled trip $12.50 per unscheduled trip
Norton	Norton Cares*	Donations Only
	Norton County	$2 in-county roundtrip $0.50 per mile to Hays ($46)

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Intercity Ridership

Regional Route	Annual Ridership			Monthly Ridership
Trips per week	*1 Trip*	*2 Trips*	*4 Trips*	*1 - 4 Trips*
Atwood – Oberlin – Norton – Phillipsburg – Stockton – Plainville - Hays	684	957	1,340	57 – 112
St. Francis – Goodland – Colby – Oakley – Quinter – WaKeeney – Ellis – Hays	741	1,037	1,452	62 – 121
Hays – Ellis – WaKeeney – Quinter – Oakley – Colby - Goodland – St. Francis	684	957	1,340	57 – 112

Ridership Model Factors/Inputs:

- Distance
- Frequency
- Demographics of Communities
- Fare
- Airport
- Regional Bus Connectivity

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Annual Operating Costs

Regional Routes	1 Trip per Week		2 Trips per Week		4 Trips Week	
	Total Cost	Cost/rider	Total Cost	Cost/rider	Total Cost	Cost/rider
Atwood – Hays	$47,150	$69	$94,300	$99	$188,600	$141
St. Francis – Hays	$56,000	$76	$112,000	$108	$224,000	$154
Hays – Goodland	$56,000	$82	$112,000	$117	$224,000	$167
Total	***$159,150***	***$75***	***$318,300***	***$107***	***$636,600***	***$154***

CARE-VAN Routes	Frequency	Annual Miles	Total Cost
St. Francis – Hays Northern Route	2 Trips per Week Monday/Thursday	41,392	$112,000
St. Francis – Hays Southern Route	2 Trips per Week Tuesday/Friday	39,104	$106,000
St. Francis - Hays Central Route	1 Trip per Week Wednesday	20,904	$56,649
Total		***101,400***	***$274,649***

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Goodland (Estimates)
One Trip per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
St. Francis	$30	$16	$6
Colby	$60	$28	$12
Oakley	$45	$22	$10
Quinter	$45	$22	$10
WaKeeney	$30	$16	$6
Ellis	$60	$28	$12

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Goodland (Estimates)
Two Trips per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
St. Francis	$50	$24	$10
Colby	$50	$24	$10
Oakley	$60	$32	$12
Quinter	$60	$32	$12
WaKeeney	$75	$38	$15
Ellis	$75	$38	$15

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Goodland (Estimates)

Four Trips per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
St. Francis	$75	$36	$15
Colby	$75	$36	$15
Oakley	$90	$44	$18
Quinter	$90	$44	$18
WaKeeney	$95	$52	$20
Ellis	$95	$52	$20

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Range of Fares to Goodland (Estimates)

Origin City	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Frequency	1 Trip	2 Trips	4 Trips	1 Trip	2 Trips	4 Trips	1 Trip	2 Trips	4 Trips
St. Francis	$30	$50	$75	$16	$24	$36	$6	$10	$15
Colby	$30	$50	$75	$16	$24	$36	$6	$10	$15
Oakley	$45	$60	$90	$22	$32	$44	$10	$12	$18
Quinter	$45	$60	$90	$22	$32	$44	$10	$12	$18
WaKeeney	$60	$75	$95	$16	$38	$52	$6	$15	$20
Ellis	$60	$75	$95	$28	$38	$52	$12	$15	$20

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Hays (Estimates)
One Trip per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
Plainville	$20	$10	$4
Stockton	$20	$10	$4
Ellis	$20	$12	$4
WaKeeney	$20	$12	$4
Phillipsburg	$30	$15	$5
Quinter	$30	$16	$6
Oakley	$30	$16	$6
Norton	$40	$20	$8
Colby	$45	$22	$8
Goodland	$45	$22	$10
Oberlin	$45	$25	$10
St. Francis	$55	$26	$14
Atwood	$55	$30	$12

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Hays (Estimates)
Two Trips per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
Plainville	$35	$18	$6
Stockton	$35	$18	$6
Ellis	$35	$18	$8
WaKeeney	$35	$18	$8
Phillipsburg	$45	$22	$8
Quinter	$50	$24	$10
Oakley	$60	$24	$10
Norton	$55	$26	$12
Colby	$60	$30	$12
Goodland	$60	$30	$12
Oberlin	$60	$32	$14
St. Francis	$70	$36	$16
Atwood	$65	$38	$16

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Fares to Hays (Estimates)

Four Trips per Week

Origin City	50% Recovery Rate	25% Recovery Rate	10% Recovery Rate
Plainville	$55	$28	$10
Stockton	$55	$28	$10
Ellis	$55	$28	$12
WaKeeney	$55	$28	$12
Phillipsburg	$65	$32	$12
Quinter	$75	$36	$14
Oakley	$75	$36	$14
Norton	$75	$38	$16
Colby	$85	$42	$16
Goodland	$85	$42	$16
Oberlin	$85	$42	$18
St. Francis	$90	$48	$20
Atwood	$90	$48	$20

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

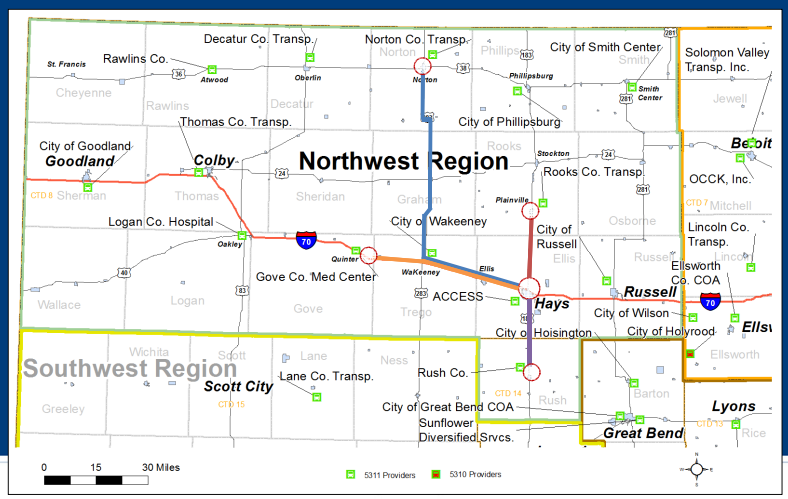
Range of Fares to Hays (Estimates)

Origin City	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Frequency	1 Trip	2 Trips	4 Trips	1 Trip	2 Trips	4 Trips	1 Trip	2 Trips	4 Trips
Plainville	$20	$35	$55	$10	$18	$28	$4	$6	$10
Stockton	$20	$35	$55	$10	$18	$28	$4	$6	$10
Ellis	$20	$35	$55	$12	$18	$28	$4	$8	$12
WaKeeney	$20	$35	$55	$12	$18	$28	$4	$8	$12
Phillipsburg	$30	$45	$65	$15	$22	$32	$5	$8	$12
Quinter	$30	$50	$75	$16	$24	$36	$6	$10	$14
Oakley	$30	$60	$75	$16	$24	$36	$6	$10	$14
Norton	$40	$55	$75	$20	$26	$38	$8	$12	$16
Colby	$45	$60	$85	$22	$30	$42	$10	$12	$16
Goodland	$45	$60	$85	$22	$30	$42	$10	$12	$16
Oberlin	$45	$60	$85	$22	$32	$42	$10	$14	$18
St. Francis	$55	$70	$90	$26	$36	$48	$14	$16	$20
Atwood	$55	$65	$90	$30	$38	$48	$12	$16	$20

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

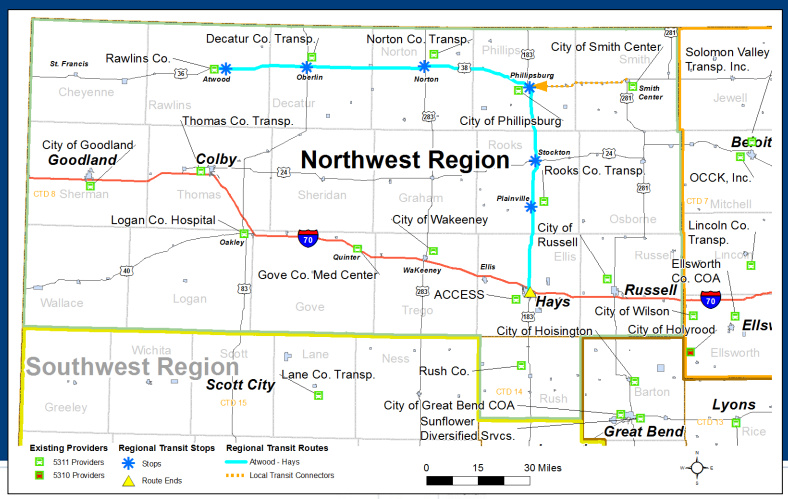
Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

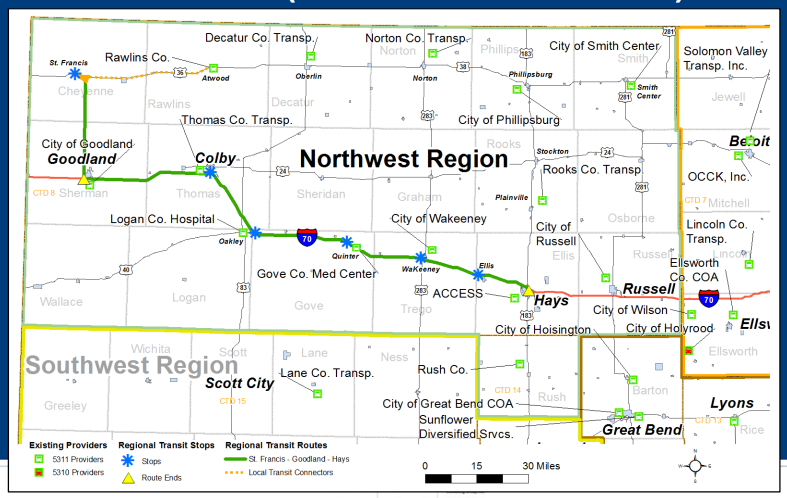
Northern Route



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

Southern Routes (Eastbound & Westbound)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Dispatch

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

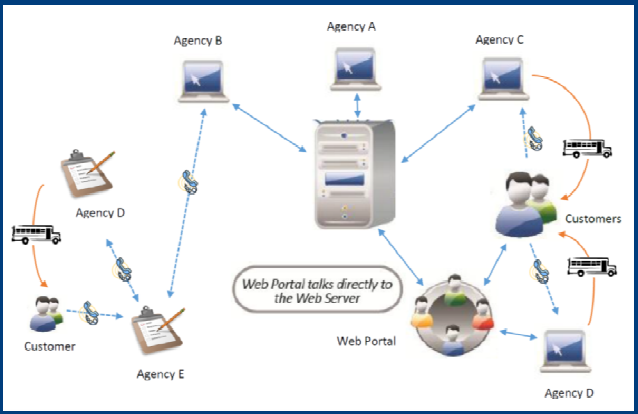
Option 2 – Centralized Scheduling of All Trips

Option 3 – Centralized Scheduling of All Trips (Central Call Number)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

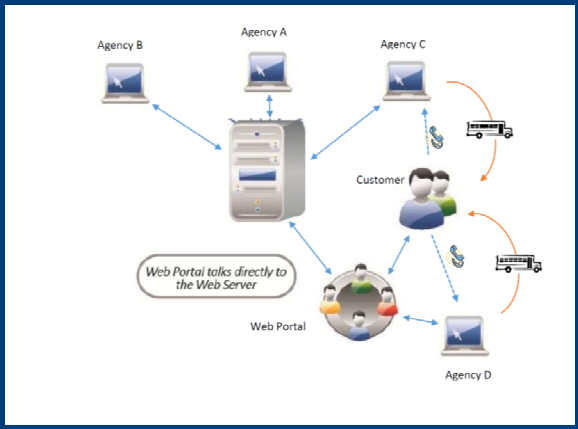
Option 1 – Centralized Scheduling of Regional/Long Distance Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

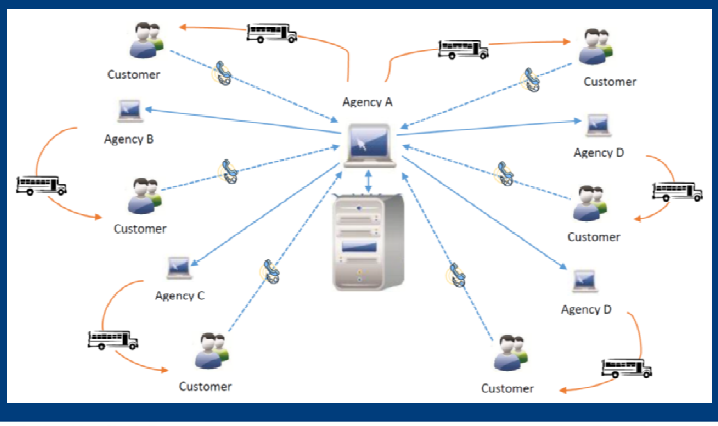
Option 2 – Centralized Scheduling of All Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

ACCESS Capacity

Question
Is it a REASONABLE assumption that ACCESS would be location for centralized dispatch?

ACCESS Numbers

Current Staffing:	How many more rides per month?
1 More Dispatcher:	Can it handle all the new request?
Current Space:	Can it handle room for another dispatcher?
Current Building:	How many more monthly trips?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$		$	

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$Allocated\ Hours\ Cost = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual) vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate		70.32%		
(Total Fixed Cost as a % of Total Variable Cost)				
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing:		Projected Annual Hours		520
Fully Allocated Cost		Projected Annual Miles		5200
for new or modified service		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

Mobility Manager Position Duties

- Customer Level
  - Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
- Organizational Level
  - Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

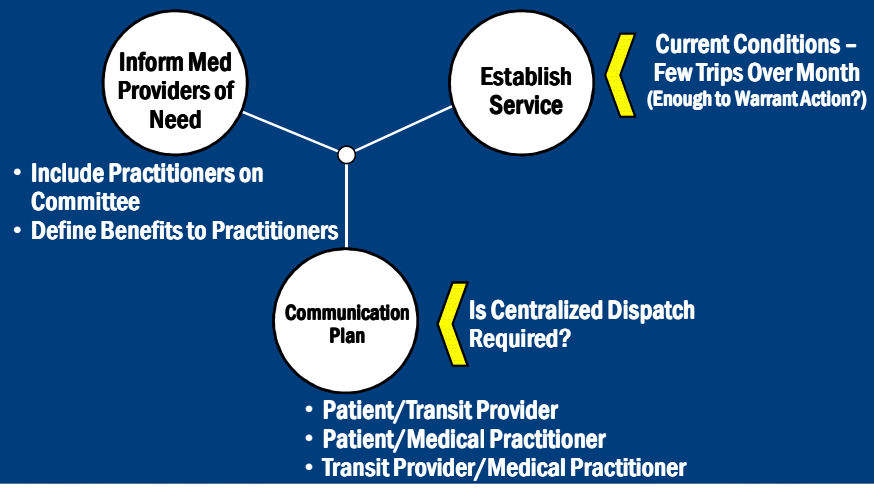
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Regional Route to Goodland and Hays
- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Northwest

Proud Partner of Kansas Rides South Central

Proud Partner of Kansas Rides Urban

Proud Partner of Kansas Rides Central

Proud Partner of Kansas Rides Flint Hills

Proud Partner of Kansas Rides Northeast

Proud Partner of Kansas Rides Southwest

Proud Partner of Kansas Rides Southeast

Proud Partner of Kansas Rides North Central

Proud Partner of Kansas Rides East Central

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Southwest

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

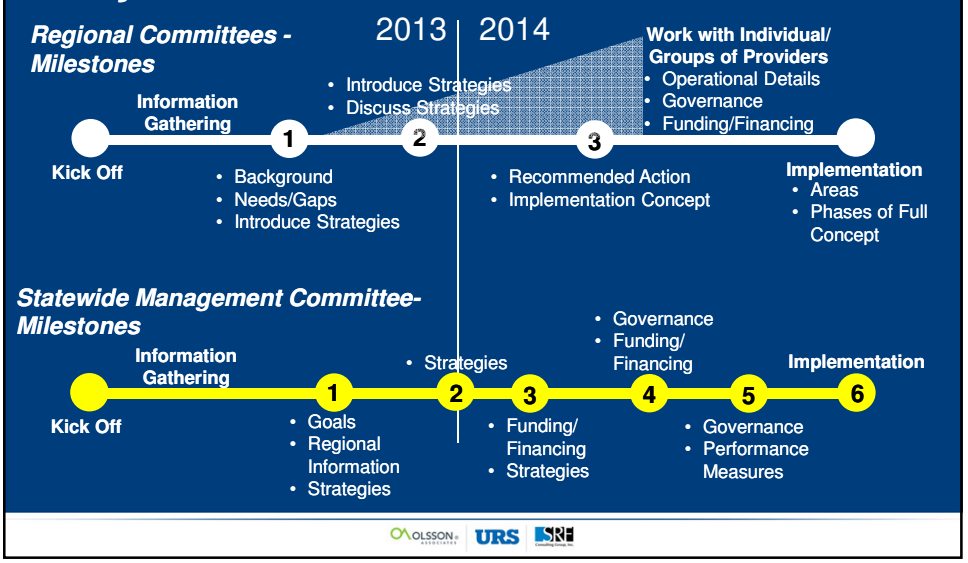
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Northwest Regional Meeting #3

DATE - 4/1/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Shelly Harms PH: 785-460-4500	Thomas Co. County Clerk	tcc01@st-tel.net
Colleen Geiksler PH: 785-475-8101	Decatur Co County Clerk	Colleen_geik@yahoo.com
Melinda Segura PH: 785-877-5511	Norton Senior Center	
Lindsay Flax PH:	City of Wakeeney	
Brenda Chance PH:	City Clerk City of Phillipsburg	pburgclerk@ruraltel.net
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
ARLYN UNREIN PH: 785-483-6311	City of Russell	aunrein@russellcity.org
Sharmis Blake PH 785 890-4514	City of Goodland	sharmis.blake@cityofgoodland.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Lisa Stouffer PH: 628-6128	Asst. Director KUMC Area Health Ed. Ctr	mstouffer@kumc.edu
Elaine Stone PH: 785-672-8144	Tran. Direc Logan County Hous.	estone@lchoalley.com
Rhonda Hyman PH: 785-282-3812	City of Smith Center City Clerk	cityofsc@ruraltel.net
Johnna Lambert PH: 785-688-4429	Director Brooks Co Transportation	jlambert@plainville.hpmin.com
LeAnne Kroeger PH: 785-621-2078	~~FF~~ Lead Dispatcher CSS DSNWK	leAnne_Kroeger@mydsnwk.org
Anna Findley PH: 785-621-2078	Transit Manager DSNWK	Anna_Findley@mydsnwk.org
Michelle Hafliger PH: 785-754-3335	Gove Co. Med. Ctr. Pub. Transp.	socialservices@gcmc.ws
Rachel Finley + Tasha Fuchs PH 785-626-3351	Rawlins Co Transportation	rachelfinley12@yahoo.com rawlinscountyshuttle@gmail.com

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
JERRY MICHAUD PH: 785 625-5678	PRES/CEO DSNWK	jerry_michaud@dsnwk.org
Karen Edwards PH: 625-5678	Comptroller DSNWK	Karen_edwards@dsnwk.org
Sue Stephens PH: 625-5678	Dir of Admin Svs DSNWK	sue_stephens@dsnwk.org
★ Kirk Schweitzer PH: 785-421-2211	Graham County Econ. Dev.	ghcoeco@hotmail.com
TASMA Thielenhaus PH: 785 · 222-3537	Secretary Rush County	rcwdjrf@gbta.net
PH:		
PH:		
PH		

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model –
Northwest Intercity Transit Service Concept Analysis

INTRODUCTION

The need for a regional route in the Northwest Region originated from a survey given to regional stakeholders who were asked to prioritize 13 locally identified needs. After discussing the results of the survey during stakeholder meetings, a list of four primary needs were identified to be addressed further. While establishing a regional route was seen as a way to address the need to establish a link between local service and inter-regional service, the route could potentially support other primary needs of the region including; the need for more coordination with medical providers and other destinations on trip scheduling, the need to assess the feasibility of "some level of service" in counties presently without service and the need to increase awareness of transit service.

This memo seeks to provide input information for the initial coordination strategy for the Northwest Region of Kansas, including CTD 8 and Rush County, linking a combination of

- New intercity service from Atwood to Hays with intermediate community stops.
- New intercity service between St. Francis and Hays with intermediate community stops along I-70; as well as an additional bus travelling westbound from Hays to St. Francis.
- Local transit providers connecting outlying rural areas and communities to the previously mentioned regional routes.

The two proposed routes are as follow:

- Northern Route - Atwood to Hays, stopping en route in Oberlin, Norton, Phillipsburg, Stockton and Plainville.
- Southern Route - St. Francis to Hays, stopping en route in Goodland, Colby, Oakley, Quinter, WaKeeney, and Ellis. This route also assumes an additional bus would travel the same route, but begin in Hays to allow those wanting to make westbound trips.

EXISTING REGIONAL SERVICE

After compiling data from provider surveys and phone- and in-person conversations with transit providers, it was made clear the demand for regional trips was not being met by the supply of existing transit services. Hays especially, is a major destination for medical and social service trips. The only intercity services available are the Greyhound Lines Inc. intercity bus service, as well as some trips provided by local transit providers making connections to Hays. ACCESS, Gove County Medical Center and Rush County Transportation are the only 5311 transportation providers in the region that regularly provide trips to Hays. Greyhound has a route travelling along Interstate 70 with a stop in Hays. The only other Greyhound stop in the Northwest Region is a "meal stop only" located in Colby. Trip frequency consists of one eastbound and two westbound trips daily. The alignment continues along I-70 to Salina, Junction City, Topeka, Lawrence, and then to Kansas City, where multiple transfers can be made. The existing structure of the Greyhound and local transit trips does not allow for many residents in the Northwest Region to travel via transit for medical appointments, social outings, employment, education, shopping trips, or other short-term visits. This results in gaps in service and unmet demand for public transit trips. This limited supply of regional transit service is due to the inherent high cost of providing relatively long trip over an area of low population densities, and agency policies preventing transit agencies from crossing jurisdictional boundaries due to concerns about subsidizing service for residents of other jurisdictions.

BARRIERS AND OPPORTUNITIES FOR PROVIDERS TO PARTICIPATE IN THE REGION'S STRATEGY

These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

Table 1 lists each city with its respective provider, unless no provider exists, and the barriers and opportunities each city faces in participating in the proposed northwest regional routes. These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

Table 1 Barriers and Opportunities for Northwest Providers to participate in the Regional Strategy

City/Provider	Barriers	Opportunities
St. Francis/ No Provider	No provider is currently located in St. Francis	
Atwood/ Rawlins County	-Does not currently provide service to Hays -Offers service only within the County.	Can pick-up Rawlins County residents wanting to travel to Hays
Oberlin/ Decatur County Transportation	-Does not currently provide service to Hays -Offers service only within the County.	Can pick-up Decatur County residents wanting to travel to Hays
Norton/ Norton County Transportation	-Only provides service to Hays for mobility impaired trips (i.e. trips that Norton Cares cannot provide).	-Coordinates with Norton Cares to provide trips to Hays, accepts donations only -Can pick-up Norton County residents wanting to travel to Hays
Phillipsburg/ City of Phillipsburg	-Does not currently provide service to Hays -Offers service only within the county limits	Can pick-up Phillips County residents wanting to travel to Hays
Stockton/ No Provider	No provider is currently located in Stockton	
Plainville/ Rooks County Transportation	Rooks County residents only	Trips to Hays are provided for Rooks County residents
Goodland/ City of Goodland	-Does not currently provide service to Hays -Offers service only within the city limits	Can pick-up city residents wanting to travel to Hays
Colby/ Thomas County Transportation	-Does not currently provide service to Hays -Offers service only within the county limits	-Can pick-up Thomas County residents wanting to travel to Hays or Goodland
Oakley/ Logan County Hospital	-Does not currently provide service to Hays	-Provides trips as far as 90-miles from the hospital
Quinter Gove County Medical Center		-Provides trips as far as 90-miles from the Med Center, i.e. Hays
WaKeeney/ WaKeeney General Transportation	-Does not currently provide service to Hays -WaKeeney offers service only within the city limits	-Can pick-up city residents wanting to travel to Hays or Goodland
Ellis/ No Provider	-No provider is currently located in Ellis	

City/Provider	Barriers	Opportunities
Hays/ ACCESS	-Provides trips within Ellis County	-Has expressed interest in operating a regional route within the Northwest Region. -Can pick-up Ellis County residents wanting to travel to Goodland.
La Crosse/ Rush County	-Not located on the regional route alignment	-Provides trips anywhere including as far as Dodge City
Smith Center/ City of Smith Center	-Not located on the regional route alignment -Does not currently provide service to Hays -Provides trips only within the city limits of Smith Center	-Expanding the service area to Phillipsburg would allow riders living in Smith Center to travel to Hays
Russell/ City of Russell	-Provides trips only within the city limits of Russell	-Expanding the service area to St. Francis would allow riders living within Russell to travel to Goodland

SERVICE PROVIDER

ACCESS, based in Hays, currently operates the largest number of vehicles among the providers in the Northwest region. In addition, ACCESS indicated that the organization was willing and technically capable of operating long distance routes throughout the region. Other providers in the region indicated a willingness to have ACCESS fulfill this role. The relatively large size of ACCESS' existing operation, in comparison with the size of other providers in the region, means that ACCESS would be able to operate new service while absorbing a lower amount of additional costs than other providers. This does not mean that ACCESS would be able to operate additional services without additional outside funding.

Refer to

Table 2 for the vehicle capacity of each provider within the northwest region.

Table 2 Vehicle Capacity of Providers in the Northwest Region

Passenger Origin	Transit Provider	Vehicle Capacity	Capacity to Hays
Providers Currently Travelling to Hays			
Plainville	Rooks County Transportation	Two 20-passenger vans with lifts	Two 20-passenger vans with lifts
Quinter	Gove County Medical Center	One 20-passenger transit bus and one ramp minivan	One 20-passenger transit bus
Hays	ACCESS	Ten 8-12 passenger vehicles with lifts	Ten 8-12 passenger vehicles with lifts
La Crosse	Rush County Transportation	One 13-passenger van with lift	One 13-passenger van with lift
Providers Not Travelling to Hays			
Atwood	Rawlins County	One 13-Passenger van with lift	N/A
Colby	Thomas County Transp.	One 13-passenger van with lift	N/A
Goodland	City of Goodland	One 13-passenger van with lift	N/A
Oakley	Logan County Hospital	One 13-passenger van with lift	N/A
Oberlin	Decatur County Transp.	One 13-passenger van with lift	N/A
Norton	Norton County Transportation	One 13-passenger van with lift	N/A
Russell	City of Russell	One 13-passenger van with lift	N/A
Phillipsburg	City of Phillipsburg	One 20-passenger transit bus with lift	N/A
Smith Center	City of Smith Center	One van with ramp	N/A
WaKeeney	WaKeeney General. Transp.	One 13-passenger van with lift	N/A

ROUTE CHARACTERISTICS & FEASIBILITY

To continue the evaluation of the concepts where new intercity transit routes are picking up passengers in other towns along the way, this section estimates the ridership that could result from implementing the concept and examines the resulting effects on operating costs and revenue for trips originating in Hays, Atwood, and St. Francis on trips to Hays and Goodland. The section includes a discussion of ridership patterns, how proposed service costs were determined, and existing fares. The proposed northern route concept and proposed southern route concept are then described separately. The routes are described as both a "baseline" version with a base level of service, and two "stretch" versions of the concept that increases the number of vehicle trips. Additional detail of the methodology used to design the routes can be found in Appendix II.

EXISTING RIDERSHIP PATTERNS

The presence of relatively few intercity transit options currently within the region makes estimating potential demand difficult for any future routes. Passengers in an agency's home jurisdiction become accustomed to where an agency does or does not travel, and thus, do not request trips that they know the agency can't fulfill. Phone interviews were conducted with the providers that do provide regional trips. Conversations with Norton Cares, located in the city of Norton, and Rooks County Transportation, based in Plainville, gave the study team an idea of what demand there is currently for trips to regional centers like Hays or Goodland.

Norton Cares is completely donation-funded non-profit organization that utilizes volunteer drivers to take two trips per week to Hays from Norton. Drivers are reimbursed following their trips at a rate of $0.25 per mile. On average, two to four people take the trip to Hays every week for strictly medical reasons. Specifically, trip purposes are mostly for dialysis appointments, but also for eye appointments or urology. While the program director believes their capacity is not overwhelmed by demand within Norton County, they are unable to serve other counties and those needing a wheelchair-accessible vehicle. In the case of dialysis appointments can take as long as three hours which further constrains schedules and the ability to link these trips for other purposes.

Rooks County Transportation is a 5311 provider that transports between four and six passengers to Hays daily. Trip purposes include dialysis visits and other medical or social reasons. The relatively high demand to Hays may be partially explained through the fact that fares are donations-only This donation-only fare makes the trip to Hays more affordable for the users than if a fare was charged that attempted to cover a portion of the true costs, thus increasing current ridership levels. The service is subsidized through funding agreements based on population with each city within the county, and through county fund transfers. Ridership is tracked by city to support funding requests.

The information collected from Norton Cares and Rooks County improved on and reinforced much of what stakeholders in the region had described in previous meetings and was useful in designing the operating characteristics of the regional routes.

COSTING METHODOLOGY AND EXISTING FARES

Annual Service Cost

The annual service cost is obtained from information provided by KDOT. The annual operating cost is determined by multiplying the number of miles traveled by the providers' cost per mile of providing service. To calculate the number of miles involved in the service, the number of runs is multiplied by the roundtrip distance. Multiplying the result by the cost per mile of the participating provider, in this case ACCESS, yields the annual cost of service. Since the final number is based on the total costs for ACCESS to operate the route, it includes a portion of all components that make up the total cost of the operations.

Annual Service Revenue

The providers in the Northwest Region use a variety of fare structures. These fare structures include a flat trip rate, a per-mile rate, or donations only. These fare systems are less suitable for regional routes that are longer distance and cross multiple county jurisdictions. The cost of service must be fairly distributed among those using the system while also balancing the affordability. After using cost recovery thresholds of 10, 25 and 50 percent as a guideline, flat rate fares were assigned for riders from each city depending on the distance they are from either of the regional centers and multiplied those fares by the estimated ridership of their respective city. These scenarios would then range from either 10, 25 or 50 percent of the total anticipated operating cost. Occasionally, this estimate will be high since some passengers receiving free fare (e.g., young children) are included in the ridership numbers. Additionally, some passengers making one-way trips do not pay a roundtrip fare. Examples of fares currently used in the Northwest Region can be seen in

Table 3.

Table 3 Current Fares of Transit Providers

Passenger Origin	Transit Provider	Local Fare	Fare to Hays
Providers Currently Travelling to Hays			
Hays	ACCESS	$1.50/trip in city limits $3/trip in County	N/A
Plainville	Rooks County Transportation	Donations Only	Donations Only
Quinter	Gove County Medical Center	Donations Only	Donations Only
La Crosse	Rush County Transportation	$1/in county trip	All out of County trips - $12.50 unscheduled - $5 scheduled
Providers not Travelling to Hays			
Atwood	Rawlins County	Donations	N/A
Colby	Thomas County Transp.	Donations	N/A
Goodland	City of Goodland	$1 one-way trip and every stop	N/A
Norton	Norton County Transportation	$2 roundtrip	Norton Cares, Donation Only
Oakley	Logan County Hospital	$2 one-way trip $0.50/mile outside 2-mile radius of hospital	N/A
Oberlin	Decatur County Transp.	Donations Only	N/A
Phillipsburg	City of Phillipsburg	$1/ stop w/in City	N/A
Smith Center	City of Smith Center	$1 one-way $2 for multiple stops Same for two-way trips	N/A
WaKeeney	WaKeeney General. Transp.	$1.75 one-way trip	N/A

LOCAL PROVIDERS ROLES IN PROPOSED REGIONAL ROUTES

The role of the local providers in this region are to transport people who reside in their service area and want to access the regional route. With the cooperation of providers along the northern route to deliver passengers to a common access point in each county, the regional bus can effectively maintain a higher travel speed.

PROPOSED REGIONAL ROUTE - NORTHERN ROUTE

GENERAL ALIGNMENT

- Atwood to Hays, stopping en route in Oberlin, Norton, Phillipsburg, Stockton, and Plainville
- Local transit service from Smith Center to Phillipsburg connecting with the northern route
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in Atwood, the alignment proceeds east on Highway 36 to Phillipsburg, then south along Highway 183 to terminate in Hays. Atwood was chosen as the western most stop to limit roundtrip travel time and to provide passengers a sufficient time to complete tasks in their given destinations. Passengers in Atwood wanting to go to Goodland or Colby could use a local provider to connect with the southern regional route in St. Francis.

TRAVEL TIME

Table 4 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 4 assume an average vehicle speed of 55 mph along Highway 36 and Highway 183 alignments. In addition, one five-minute passenger boarding period is included for each town on the way to Hays (corresponding to one passenger being picked up in each town). Return trip travel times and distances would be similar to the outbound trips.

Table 4 Oberlin – Hays One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
Atwood	156	2:52	157.3	5	3:17	25
Oberlin	129	2:21	128.9	4	2:41	20
Norton	94	1:43	94.2	3	1:58	15
Phillipsburg	62.5	1:09	62.8	2	1:19	10
Stockton	39.5	0:44	39.6	1	0:49	5
Plainville	25	0:28	25.3	0	0:28	0

Notes: An additional 15 minutes and 10 miles can be assumed for stops made within Hays for both morning and afternoon trips

BASELINE CONCEPT

Annual Runs to the Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those living near the regional route one chance each week to make the trip to Hays. One bus will originate in Atwood and travel to Hays before making the same trip back to Atwood. The operating schedule amounts to a single bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 684 roundtrip riders.

"MODERATE SERVICE LEVEL" AND "HIGH SERVICE LEVEL" CONCEPTS

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods employed in the baseline concept. Increases in passengers are calculated using an elasticity coefficient for frequency. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is 0.4, meaning that a 100 percent increase in frequency would likely result in a 40 percent increase in ridership[1]. However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

[1] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p3-19 lists the following table and a "typical "coefficient of 0.4.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of one trip per week. This amounts to a bus making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day.

If the "Moderate Service Level" concept is chosen, two round trips per week will be made on the same alignment, whereas, the "High Service Level" concept would assume four round trips per week. A summary displaying the estimates for ridership of each stop including the baseline concept, the "Moderate Service Level" concept and the "High Service Level" concept is shown in Table 5.

As shown in the table, fares for the baseline concept to Hays range between $20 for Plainville and Stockton, to $55 from Atwood. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the table assuming a 10 and 25 percent recovery of the service costs in user fares. With a 25 percent recovery ratio, fares for the baseline concept would range from $10 from Plainville, to $30 from Atwood. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 5 Estimates for the Northern Route to Hays

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Atwood	$55	$30	$12	$65	$38	$16	$90	$48	$20
Annual Ridership from Atwood	66			92			129		
Fare from Oberlin	$45	$25	$10	$60	$32	$14	$85	$42	$18
Annual Ridership from Oberlin	103			144			201		
Fare from Norton	$40	$20	$8	$55	$26	$12	$75	$38	$16
Annual Ridership from Norton	192			269			376		
Fare from Phillipsburg	$30	$15	$5	$45	$22	$8	$65	$32	$12
Annual Ridership from Phillipsburg	138			193			271		
Fare from Stockton	$20	$10	$4	$35	$18	$6	$55	$28	$10
Annual Ridership from Stockton	80			112			157		
Fare from Plainville	$20	$10	$4	$35	$18	$6	$55	$28	$10
Annual Ridership from Plainville	105			146			205		
Total Annual Ridership	**684**			**957**			**1,340**		
Annual Cost of Service	**$47,152**			**$94,304**			**$188,607**		
50% Annual Cost Recovery	**$23,777**			**$47,187**			**$94,521**		
25% Annual Cost Recovery	**$12,310**			**$24,018**			**$47,782**		
10% Annual Cost Recovery	**$4,786**			**$9,819**			**$19,108**		
Total Annual Vehicle Capacity	**66%**			**46%**			**32%**		

Figure 1 shows the proposed alignment for the Northern Route.

Figure 1 Northern Route Alignment

PROPOSED REGIONAL ROUTE – SOUTHERN ROUTE

GENERAL ALIGNMENT

- St. Francis to Hays, stopping en route in Goodland, Colby, Oakley, Quinter, WaKeeney, and Ellis.
- Local transit service originating from Atwood to Francis connecting to the Southern Route
- Local transit providers would also connect outlying rural areas and communities to both the northern and southern regional routes.

For the bus originating in St. Francis, the alignment begins in the morning along Highway 36 before heading south on to Highway 27 and then continuing the remainder of the route eastward along Interstate 70. The roundtrip is completed from Hays back to St. Francis along the same alignment in the afternoon. An additional bus will make the same trip, but its origin will be in Hays. The explanation for establishing St. Francis, rather than Atwood, as the western terminus involves the need to limit roundtrip travel time and to allow riders enough time to complete tasks in their given destinations. By limiting the travel time for a route, it makes the ride more attractive to those farthest from their destination and eases the strain on the vehicle operator. Although Atwood is significantly closer to Goodland than Hays, the time needed to make that extra stop would have limited the amount time riders would have to complete their trip purposes.

TRAVEL TIME

Table 6 provides estimates for the time needed to make each one-way trip. To enable riders enough time to take care of their trip purposes, a dwell time of at least three or four hours should be included.

ASSUMPTIONS

The estimates displayed in Table 6 assume an average vehicle speed of 55 mph along Highway 27 and Highway 36 alignments and an average vehicle speed of 65 mph along I-70. In addition, one five-minute passenger boarding period is included for each town on the way to Hays or Goodland, assuming there is someone to pick-up. Passengers would be delayed by the boarding periods in towns between their origins and Hays or Goodland. Return trip travel times would be similar to outbound times.

Distances and routes were obtained using the driving direction function of Google Maps.

Table 6 St. Francis – Hays One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time H:MM	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time H:MM	Additional Travel Time (min)
St. Francis	179	3:17	188.7	6	3:47	30
Goodland	144	2:38	154	5	3:03	25
Colby	109	1:59	114.7	4	2:19	20
Oakley	88	1:36	91.6	3	1:51	15
Quinter	54.5	1:00	55.3	2	1:10	10
WaKeeney	34.2	0:34	33.8	1	0:39	5
Ellis	16	0:14	14.4	0	0:14	0

Notes: An additional 15 minutes can be assumed for stops made within Hays for the morning and afternoon periods

BASELINE CONCEPT

Annual Runs to Regional Center

The annual runs under the baseline concept are used to establish a level of service that allows those living near the regional route one chance each week to make the trip to Hays or Goodland. One bus will originate in St. Francis and another will come from Hays. The operating schedule amounts to two buses each making one roundtrip per week. The bus would begin its trip in the morning, and complete the roundtrip later in the afternoon that same day. This will result in bi-directional service between Hays and St. Francis.

Local & Annual Ridership

The ridership estimates under the baseline concept were determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The toolkit uses several methods to estimate demand for rural intercity bus services. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate originates from a regression model based largely on a function of the average origin population and the number of stops on the route. The trip rate is applied to the populations of each stop location along the intercity bus corridor. The trip rate can also be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations. The annual ridership for the baseline concept is 741 roundtrip riders.

"MODERATE SERVICE LEVEL" CONCEPT AND "HIGH SERVICE LEVEL" CONCEPT

The "Moderate Service Level" concept and "High Service Level" concept are extensions of the baseline concept where the provider increases the number of runs they make by a sizable amount. All values are estimated using similar methods used in the baseline concept. Increases in passengers are calculated using the elasticity coefficient for frequency used for the Northern route. The small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the limited research on elasticity effects of service changes in rural transit means that these numbers should be used only as a general guide.

DISCUSSION

If the baseline concept is used, an operating schedule will comprise of two bi-directional trips per week. This amounts to two buses making one roundtrip per week with origins at opposite ends of the route. These buses would begin their routes in the morning, and complete the roundtrip later in the afternoon that same day. If the "Moderate Service Level" concept is chosen, the same alignment will be used, but for an additional roundtrip each week for each bus. Similarly, "High Service Level" concept would double the service period again, totaling four round trips each week for each bus. A summary displaying the estimates for ridership of each stop including the baseline concept, "Moderate Service Level" concept and "High Service Level" concept are shown in

Table 7 and Table 8.

As shown in the tables, fares to Goodland for the baseline concept range between $60 from Ellis or WaKeeney, to $30 from Colby or St. Francis. Fares to Hays for the baseline concept range from $55 from St. Francis, to $20 from Ellis or WaKeeney. This is one fare structure that would recover approximately 50 percent of the service costs in user fares. Alternative fare structures are also shown in the tables assuming a 10 and 25 percent recovery of the service costs in user fares. With a 25 percent recovery ratio, fares for the baseline concept to Hays would range from $26 from St. Francis, to $12 from Ellis or WaKeeney. Policy decisions could be made by local jurisdictions to further subsidize trips to decrease the cost of fares for passengers from those jurisdictions.

Table 7 Estimates for Trips to Goodland

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from Ellis	$60	$28	$12	$75	$38	$15	$95	$52	$20
Annual Ridership from Ellis	92			128			180		
Fare from WaKeeney	$60	$28	$12	$75	$38	$15	$95	$52	$20
Annual Ridership from WaKeeney	94			132			184		
Fare from Quinter	$45	$22	$10	$60	$32	$12	$90	$44	$18
Annual Ridership from Quinter	47			66			92		
Fare from Oakley	$45	$22	$10	$60	$32	$12	$90	$44	$18
Annual Ridership from Oakley	106			149			208		
Fare from Colby	$30	$16	$6	$50	$24	$10	$75	$36	$15
Annual Ridership from Colby	272			380			532		
Fare from St. Francis	$30	$16	$6	$50	$24	$10	$75	$36	$15
Annual Ridership from St. Francis	73			103			144		
Annual Ridership	**684**			**957**			**1,340**		
Annual Cost of Service	**$56,002**			**$112,003**			**$224,006**		
50% Annual Cost Recovery	**$28,385**			**$56,514**			**$112,310**		
25% Annual Cost Recovery	**$14,089**			**$28,333**			**$56,479**		
10% Annual Cost Recovery	**$5,830**			**$11,303**			**$22,826**		
Annual Vehicle Capacity	**66%**			**46%**			**32%**		

Table 8 Estimates for Trips to Hays

	Baseline Concept 1 Roundtrip / wk			"Moderate Service Level" Concept 2 Roundtrips / wk			"High Service Level" Concept 4 Roundtrips / wk		
Annual Vehicle Trips	**52**			**104**			**208**		
Cost Recovery Rate	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**	**50%**	**25%**	**10%**
Fare from St. Francis	$55	$26	$14	$70	$36	$16	$90	$48	$20
Annual Ridership from St. Francis	59			82			115		
Fare from Goodland	$45	$22	$10	$60	$30	$12	$85	$42	$16
Annual Ridership from Goodland	190			267			373		
Fare from Colby	$45	$22	$10	$60	$30	$12	$85	$42	$16
Annual Ridership from Colby	219			306			428		
Fare from Oakley	$30	$16	$6	$50	$24	$10	$75	$36	$14
Annual Ridership from Oakley	86			120			168		
Fare from Quinter	$30	$16	$6	$50	$24	$10	$75	$36	$14
Annual Ridership from Quinter	38			53			74		
Fare from WaKeeney	$20	$12	$4	$35	$18	$8	$55	$28	$12
Annual Ridership from WaKeeney	76			106			148		
Fare from Ellis	$20	$12	$4	$35	$18	$8	$55	$28	$12
Annual Ridership from Ellis	74			103			144		
Annual Ridership	**741**			**1,037**			**1,452**		
Annual Cost of Service	**$56,002**			**$112,003**			**$224,006**		
50% Annual Cost Recovery	**$28,340**			**$56,096**			**$112,793**		
25% Annual Cost Recovery	**$14,299**			**$28,063**			**$56,126**		
10% Annual Cost Recovery	**$6,136**			**$11,593**			**$22,039**		
Annual Vehicle Capacity	71%			50%			35%		

Figure 2 and Figure 3 show the proposed alignment for the Southern Route.

Figure 2 Southern Route Alignment Westbound to Goodland

Figure 3 Southern Route Alignment Eastbound to Hays

REVIEW OF CARE-VAN OPERATIONS

Before the operating plans for the proposed regional routes are summarized, it is important to review the origin of where the routes were originally conceived. The alignments of both the northern and southern routes are similar to the routes formerly offered by the CARE-VAN, or Community Access Rural Express Van. While ACCESS operated this service, it was provided by KDOT in conjunction with Developmental Services of Northwest Kansas and Hays Medical Center. CARE-VAN was an intercity bus service running one of three different routes every weekday between St. Francis and Hays. In addition to the two routes with similar alignments to the proposed northern and southern regional routes, there was a third route travelling from St. Francis along I-70 until exiting at Colby. From there, the route stopped at Hoxie, Hill City and Plainville before arriving at its destination in Hays. The three routes, all beginning in St. Francis and ending in Hays, provided many residents in the Northwest Region an opportunity to get to the resources offered in Hays at least once-a-week.

Although trips on the CARE-VAN were only offered by advanced reservations, the service was able to attract a total of 1,274 one-way trips, or 635 roundtrips, between July 2007 and June 2008. Trip purposes were also tracked during this time showing a clear majority of riders using the CARE-VAN as a means to get to and from medical purposes in Hays. While medical trips accounted for nearly 90 percent of the trips taken that year, a total of 164 trips, nearly 14%, of the total trips were made for purposes other than medical reasons including educational, social, business, shopping or personal. Not only does the ridership information help in developing expectations for the proposed regional routes, but also the operating characteristics.

According to CARE-VAN documents, stop locations and time schedules were kept relatively consistent between either of the three routes provided. With the exception of the Health Care Associates Medical Center in Phillipsburg and the Wal-Mart Supercenter in Goodland, all other stop locations were made at local hospitals along the routes. The CARE-VAN's schedule showed the route departed St. Francis at 6 a.m. and arrived in Hays between 9:11 and 9:30 a.m. After a layover time of around five-and-a-half hours in Hays, the bus departed at 3 p.m. and arrived in St. Francis between 6:11 and 6:26 p.m. These operating characteristics are comparable to what would be expected for the proposed regional routes. With this being said, a comparison between the two services could help to help understand the funding needed to either pay for the proposed route or what was offered in the past.

While costs for the CARE-VAN were not available, Olsson was able to make estimates of what the CARE-VAN routes would cost to operate in today's dollars by using the same methodology implemented for costing the regional routes. Table 9 and Table 10 show the estimated total cost of the CARE-VAN service, $274,649, was comparable to the "Moderate Service Level" concept, $318,300, which provides two trips per week for each of the three regional routes. There was also a benefit found in CARE-VAN service's central route connecting Hoxie and Hill City to Hays; two cities not included in the proposed regional routes.

In Appendix I, documents can be found detailing the operating details, annual ridership logs and fares charged for the CARE-VAN service and its predecessor HealthExpress.

Table 9 Annual Operation Costs for Regional Routes

Regional Routes	1 Trip per Week		2 Trips per Week		4 Trips per Week	
	Total Cost	Cost/rider	Total Cost	Cost/rider	Total Cost	Cost/rider
Atwood – Hays	$47,150	$69	$94,300	$99	$188,600	$141
St. Francis – Hays	$56,000	$76	$112,000	$108	$224,000	$154
Hays – Goodland	$56,000	$82	$112,000	$117	$224,000	$167
Total	**$159,150**	**$75**	**$318,300**	**$107**	**$636,600**	**$154**

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

Table 10 Annual Operating Costs for CARE-VAN Routes (July 2007 - June 2008)

CARE-VAN Routes	Frequency	Total Cost
Northern Route: **St. Francis – Hays**	2 Trips per Week Monday/Thursday	$112,000
Central Route: **St. Francis – Hays**	1 Trip per Week Wednesday	$56,649
Southern Route: **St. Francis – Hays**	2 Trips per Week Tuesday/Friday	$106,000
Total		**$274,649**

OPERATING PLAN OF REGIONAL ROUTES

This section summarizes the basis for an operating plan to connect communities along the northwest corridors of Interstate 70 and Highway 36 and 183. The following components are outlined in this section:

- Intercity transit demand estimates
- Service hours to meet demand
- Financial Plan

In Appendix II, detailed tables are included to show additional support for the estimates made on the ridership, operating costs and fare assessments.

BASELINE, MODERATE, HIGH LEVEL OF SERVICE CONCEPT/ASSUMPTIONS

- Atwood to Hays, stopping en route in Oberlin, Norton, Phillipsburg, Stockton, and Plainville
- St. Francis to Hays, stopping en route in Goodland, Colby, Oakley, Quinter, WaKeeney, and Ellis.
- Local transit providers would also connect outlying rural areas and communities to the previously mentioned regional routes.

These alignments include shifts lasting upwards to 12 hours each, including the dwell time spent until completing the round trip back to the trip origin. Current Kansas Corporation Commission motor carrier safety regulations "Part 395 – Hours of Service Regulations for (Passenger) Carrier Drivers" place the following restrictions on the length of time that passenger carrying drivers can drive:

1. More than 10 hours following 8 consecutive hours off duty; or
2. After being on duty 15 hours; or
3. After being on duty more than 60 hours in any 7 consecutive days

This means that a single driver can drive for up to 15 hours, provided that this follows more than eight consecutive hours off-duty, but that driver would be limited to driving 60 hours over a seven day period. Regarding the regional routes being discussed, these regulations would allow a single driver to operate a 12 hour route.

FARE AND COST ASSUMPTIONS

Revenue hours – derived from the round trip travel time from Google Maps driving directions with an additional 20 minutes per cycle to account for in-town curb-to-curb service.

Operating cost – collected from KDOT TRACK data supporting the annual cost per mile, $2.71, for ACCESS to operate services from August 2012 to July 2013.

Fare revenue – assumes a fare depending on the level of ridership and relative population of each city compared to the total population along the regional route, and a 50 percent operating ratio in year one.

PROJECTED DEMAND

The two corridors connecting to Hays are projected to have the following demand, Measured in annual unlinked trips, based on the toolkit in TCRP-147, and shown in Table 11.

Table 11 Demand Estimates

Regional Route	Annual Ridership		
	1 Trip/wk	2 Trips/wk	4 Trips/wk
To Hays			
Atwood – Oberlin – Norton – Phillipsburg – Stockton – Plainville	684	957	1,340
St. Francis – Goodland – Colby – Oakley – Quinter – WaKeeney – Ellis	741	1,037	1,452
To Goodland			
Ellis – WaKeeney – Quinter – Oakley – Colby – St. Francis	684	957	1,340

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

OPERATING PLAN

The demand estimates outlined in the previous section present an estimate of ridership that is consistent with the number of trips that can reasonably be provided by intercity public transit. Beginning with those figures one can develop an operating plan for each corridor. With the ridership estimates noted here, a 20 passenger vehicles would typically be 1/2 to 2/3 full.

Table 12 Operating Characteristics

Regional Route	Annual Ridership	Monthly Ridership	Vehicle Trips per Month	Revenue Hours per Trip	Annual Revenue Hours
Atwood to Hays					
1 Trip/wk	684	57	4 round-trip	3:17 each way	342
2 Trips/wk	957	80	8 round-trip		684
4 Trips/wk	1,340	112	16 round-trip		1,368
Hays to Goodland					
1 Trip/wk	684	57	4 round-trip	3:47 each way	394
2 Trips/wk	957	80	8 round-trip		788
4 Trips/wk	1,340	112	16 round-trip		1,576
St. Francis to Hays					
1 Trip/wk	741	62	4 round-trip	3:47 each way	394
2 Trips/wk	1,037	87	8 round-trip		788
4 Trips/wk	1,452	121	16 round-trip		1,576

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

The operating plan outlined in Table 12 represents a fully developed, well established transit system. It is expected that in the first years of deployment that ridership may not be at these levels.

FINANCIAL COSTS AND COST RECOVERY

The financial costs for operating intercity service to connect to the regional centers assumes an operating cost per mile of approximately $2.71. This rate represents what it costs ACCESS to operate its services and is within an acceptable range for an intercity transit service. Under this assumption, the total operating costs of intercity services are shown in Table 13. Also shown, is the first year's operating revenue, which is assumed to reflect a 50 percent operating ratio, and the 50 percent of operating deficit share of FTA Section 5311 funding for which the transit provider would be eligible. Additional scenarios assuming a 25 and 10 percent operating ratios are also included.

Table 13 Financial Summary

Regional Route	Annual Operating Expenses	Annual Revenue (10% share)	Annual Revenue (25% share)	Annual Revenue (50% share)	FTA Section 5311 Aid
Atwood to Hays					
1 Trip/wk	$47,152	$4,786	$12,310	$23,777	$23,375
2 Trips/wk	$94,304	$9,819	$24,018	$47,187	$47,117
4 Trips/wk	$188,607	$19,108	$47,782	$94,152	$94,555
Hays to Goodland					
1 Trip/wk	$56,002	$5,830	$14,089	$28,385	$27,617
2 Trips/wk	$112,003	$11,303	$28,333	$56,514	$55,489
4 Trips/wk	$224,006	$22,826	$56,479	$112,310	$111,696
St. Francis to Hays					
1 Trip/wk	$56,002	$6,136	$14,299	$28,340	$27,662
2 Trips/wk	$112,003	$11,593	$28,063	$56,096	$56,001
4 Trips/wk	$224,006	$22,039	$56,126	$112,793	$111,213

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

Additionally, fares were set according to the distance each city is located from the route's destination. While these are assumed to be "walk-up" cash payments, alternative fare levels could exist for seniors, ADA passengers, multi-use passes, and rates that could be charged to human service agencies. Sample cash fares would be as follows:

Table 14 Fares to Goodland by Passenger Origin

Passenger Origin	Fares to Goodland								
	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Trips/week	1x	2x	4x	1x	2x	4x	1x	2x	4x
Ellis	$60	$75	$95	$28	$38	$52	$12	$15	$20
WaKeeney	$60	$75	$95	$28	$38	$52	$12	$15	$20
Quinter	$45	$60	$90	$22	$32	$44	$10	$12	$18
Oakley	$45	$60	$90	$22	$32	$44	$10	$12	$18
Colby	$30	$50	$75	$16	$24	$36	$6	$10	$15
St. Francis	$30	$50	$75	$16	$24	$36	$6	$10	$15

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

Table 15 Fares to Hays by Passenger Origin

Passenger Origin	Fares to Hays								
	50% Recovery Rate			25% Recovery Rate			10% Recovery Rate		
Trips/week	1x	2x	4x	1x	2x	4x	1x	2x	4x
Atwood	$55	$65	$90	$30	$38	$48	$12	$16	$20
St. Francis	$55	$70	$90	$26	$36	$48	$14	$16	$20
Oberlin	$45	$60	$85	$22	$32	$42	$10	$14	$18
Goodland	$45	$60	$85	$22	$30	$42	$10	$12	$16
Colby	$45	$60	$85	$22	$30	$42	$10	$12	$16
Norton	$40	$55	$75	$20	$26	$38	$8	$12	$16
Oakley	$30	$60	$75	$16	$24	$36	$6	$10	$14
Quinter	$30	$50	$75	$16	$24	$36	$6	$10	$14
Phillipsburg	$30	$45	$65	$15	$22	$32	$5	$8	$12
WaKeeney	$20	$35	$55	$12	$18	$28	$4	$8	$12
Ellis	$20	$35	$55	$12	$18	$28	$4	$8	$12
Stockton	$20	$35	$55	$10	$18	$28	$4	$6	$10
Plainville	$20	$35	$55	$10	$18	$28	$4	$6	$10

Notes: 1 Trip per week = (Baseline Concept). 2 Trips per Week = (Moderate Service Level Concept).
4 Trips per Week = (High Service Level Concept)

CENTRALIZED DISPATCH / MOBILITY MANAGEMENT

Operations of the regional route may be further supported with regional dispatch/scheduling and mobility management. This would ease coordination between local providers that collect passengers and bring them to a central location to access the regional route. Regional scheduling may also allow the passenger and multiple providers involved in making a trip, to make the necessary scheduling arrangements with one call, instead of multiple calls between multiple parties. A mobility manager could collaborate with local operators to conduct outreach to unserved markets.

Figure 4 Northwest Regional Route Concept

APPENDIX I

CAREVAN

Community Access Rural Express

1-888-227-3695

ADVANCE RESERVATIONS REQUIRED
- can be made M.-F. between 8 am and 5 pm -

Provided by the Kansas Department of Transportation in conjunction with Developmental Services of Northwest Kansas and HaysMedicalCenter.

Monday/Thursday		Tuesday/Friday		Wednesday	
6 am	depart St. Francis	6 am	depart St. Francis	6 am	depart St. Francis
6:38 am	arrive Atwood	5:33 am	arrive Goodland	5:33 am	arrive Goodland
6:43 am	depart Atwood	5:38 am	depart Goodland	5:38 am	depart Goodland
7:08 am	arrive Oberlin	7:13 am	arrive Colby	7:13 am	arrive Colby
7:13 am	depart Oberlin	7:18 am	depart Colby	7:18 am	depart Colby
7:45 am	arrive Norton	7:38 am	arrive Oakley	7:49 am	arrive Hoxie
7:50 am	depart Norton	7:43 am	depart Oakley	7:54 am	depart Hoxie
8:19 am	arrive Phillipsburg	8:12 am	arrive Quinter	8:24 am	arrive Hill City
8:24 am	depart Phillipsburg	8:17 am	depart Quinter	8:29 am	depart Hill City
8:58 am	arrive Plainville	8:37 am	arrive WaKeeney	9:04 am	arrive Plainville
9:03 am	depart Plainville	8:42 am	depart WaKeeney	9:09 am	depart Plainville
9:25 am	arrive Hays	9:11 am	arrive Hays	9:30 am	arrive Hays
3 pm	depart Hays	3 pm	depart Hays	3 pm	depart Hays
3:22 pm	arrive Plainville	3:29 pm	arrive WaKeeney	3:21 pm	arrive Plainville
3:27 pm	depart Plainville	3:34 pm	depart WaKeeney	3:26 pm	depart Plainville
4:02 pm	arrive Phillipsburg	3:54 pm	arrive Quinter	4:01 pm	arrive Hill City
4:07 pm	depart Phillipsburg	3:59 pm	depart Quinter	4:06 pm	depart Hill City
4:36 pm	arrive Norton	4:28 pm	arrive Oakley	4:36 pm	arrive Hoxie
4:41 pm	depart Norton	4:33 pm	depart Oakley	4:41 pm	depart Hoxie
5:13 pm	arrive Oberlin	4:53 pm	arrive Colby	5:12 pm	arrive Colby
5:18 pm	depart Oberlin	4:58 pm	depart Colby	5:17 pm	depart Colby
5:43 pm	arrive Atwood	4:33 pm	arrive Goodland	4:47 pm	arrive Goodland
5:48 pm	depart Atwood	4:38 pm	depart Goodland	4:52 pm	depart Goodland
6:26 pm	arrive St. Francis	6:11 pm	arrive St. Francis	6:25 pm	arrive St. Francis

***Pick-up points: Phillipsburg - Health Care Associates Medical Center; Goodland - Wal-Mart SuperCenter. Pick-up points for all other location at local hospitals.**

Car Van Usage: July 2007-June 2008

	7/07	8/07	9/07	10/07	11/07	12/07	1/08	2/08	3/08	4/08	5/08	6/08	Total	% of Total
Medical	2	19		2	7	4	13	6	6	7	4	4	74	6%
HMC DeBakey Hl		0		2					1				3	0%
HMC(Miller Bldg)		6	2	5	2			1	2	6	7	2	33	3%
Hays Cancer Cntr	47	85	6		2		2	12	14	13	8	1	190	15%
Renal Care Cntr	22	24	26	55	54	46	62	59	27	75	73	50	573	45%
Dr. Appt.		20	8	7	4					2	2	4	47	4%
Dent. Appt				4	4						2		10	1%
HPMHC		2			4	5		6	6	2	3		28	2%
Hays Ortho	2	5	2		19	42	46	15			8	1	140	11%
Other													0	0%
Educational		1			4			4		3			12	1%
Social													0	0%
Business							11	9	5	11	15	6	57	4%
Shopping			2	6	1	2		7	4		6		28	0%
Personal	6	6	2	2	10	4	11	5	7	9	12	5	79	6%
Total	79	168	48	83	111	103	145	124	72	128	140	73	1274	

1-Way Trips "To: or "From" the Communities Listed

Community	7/07	8/07	9/07	10/07	11/07	12/07	1/08	2/08	3/08	4/08	5/08	6/08	Total	%
Colby	43	101	10	10	9		3		4	2	10	9	201	16%
Hill City		4	6	36	40	34	37	54	28	57	59	21	376	30%
Hoisington								4		4		5	13	1%
Hoxie								9	17	13	4		43	3%
LaCrosse							2			2	1		5	0%
Ness City								1					1	0%
Oakley		1			5	3	10	9	9	15	15	15	82	6%
Osborne													0	0%
Plainville	3	8		2					2		1	1	17	1%
Quinter	2												2	0%
Russell	2	12	8	6	30	45	59	23		2	11	4	202	16%
Stockton							2		2	4	7	6	21	2%
Wakeeney	26	25	24	29	23	19	26	22	10	27	29	12	272	21%
Hays Area	3	17			4	2	6	2		2	3		39	3%
Total	79	168	48	83	111	103	145	124	72	128	140	73	1274	

													Month:
Total Miles Driven Per	4413	6729	3774	5208	6502	4941	7282	5708	3279	6025	6273	2952	63086

CARE/Van Usage: July 2005 thru June 2006

	7/05	8/05	9/05	10/05	11/05	12/05	1/06	2/06	3/06	4/06	5/06	6/06	Total	% of Total
Business					5		8	2	2	7			24	6%
Educational				1									1	0%
Medical	16	19	12	9	14	13	19	6	10	11	13	21	163	39%
Social	20	17	14	31	12	16	1	11	14	13	18	13	180	43%
Shopping	4	4		3	6	4		1			8	1	31	7%
Other						10		5					15	4%
Total	40	40	26	44	37	43	28	25	26	31	39	35	414	

1-Way Trips "To: or "From" the Communities Listed

Community	7/05	8/05	9/05	10/05	11/05	12/05	1/06	2/06	3/06	4/06	5/06	6/06	Total	Percent
Atwood		1	1	2	1			2			2	2	11	3%
Colby	2	8	7	0	5	6	2	2		4	5	1	42	10%
Goodland	4	2	2	3	1			0	3	2			17	4%
Hill City		0	0	4				0			2		6	1%
Hoxie		0	0	2	1			0			1		4	1%
Norton	2	2	0	0	2	2	1	2	4		1	1	17	4%
Oakley		0	0	3	1			1					5	1%
Oberlin		3	2	2	1			0	2			3	13	3%
Phillipsburg	6	12	6	16	2	4	4	5	5	3	4	7	74	18%
Plainville		4	0	2	1		1	1					9	2%
Quinter	1	1	1	2	2	1	2	0				1	11	3%
St. Francis	2	5	5	5	3	6	3	3		5	5	5	47	11%
Wakeeney	4	2	2	3	0			0		2			13	3%
Hays	19	0	0	0	17	24	15	9	12	15	19	15	145	35%
Total	40	40	26	44	37	43	28	25	26	31	39	35	414	

Total Miles Driven Per Month:	5874	4177	3661	5491	4956	6206	4319	3542	3989	5319	6056	4497	58087

CAREvan FARES

ATWOOD to:

Hays	$2.50
Norton	$1.00
Oberlin	$ .50
Phillipsburg	$1.50
Plainville	$2.00
St. Francis	$ .50

COLBY to:

Goodland	$ .50
Hays	$2.00
Hill City	$1.00
Hoxie	$ .50
Oakley	$ .50
Plainville	$1.50
Quinter	$1.00
St. Francis	$1.00
WaKeeney	$1.50

GOODLAND to:

Colby	$ .50
Hays	$2.50
Hill City	$1.50
Hoxie	$1.00
Oakley	$1.00
Plainville	$2.00
Quinter	$1.50
St. Francis	$ .50
WaKeeney	$2.00

HILL CITY to:

Colby	$1.00
Goodland	$1.50
Hays	$1.00
Hoxie	$ .50
Plainville	$ .50
St. Francis	$2.00

HOXIE to:

Colby	$ .50
Goodland	$1.00
Hays	$1.50
Hill City	$ .50
Plainville	$1.00
St. Francis	$1.50

NORTON to:

Atwood	$1.00
Hays	$1.50
Oberlin	$ .50
Phillipsburg	$ .50
Plainville	$1.00
St. Francis	$1.50

OAKLEY to:

Colby	$ .50
Goodland	$1.00
Hays	$1.50
Quinter	$ .50
St. Francis	$1.50
WaKeeney	$1.00

OBERLIN to:

Atwood	$ .50
Hays	$2.00
Norton	$ .50
Phillipsburg	$1.00
Plainville	$1.50
St. Francis	$1.00

PHILLIPSBURG to:

Atwood	$1.50
Hays	$1.00
Norton	$ .50
Oberlin	$1.00
Plainville	$ .50
St. Francis	$2.00

PLAINVILLE to:

Atwood	$2.00
Hays	$ .50
Norton	$1.00
Oberlin	$1.50
Phillipsburg	$ .50
St. Francis	$2.50

QUINTER to:

Colby	$1.00
Goodland	$1.50
Hays	$1.00
Oakley	$ .50
St. Francis	$2.00
WaKeeney	$ .50

St. FRANCIS to:

Atwood	$ .50
Colby	$1.00
Goodland	$ .50
Hays	$3.00
Hill City	$2.00
Hoxie	$1.50
Norton	$1.50
Oakley	$1.50
Oberlin	$1.00
Phillipsburg	$2.00
Plainville	$2.50
Quinter	$2.00
WaKeeney	$2.50

WaKEENEY to:

Colby	$1.50
Goodland	$2.00
Hays	$ .50
Oakley	$1.00
Quinter	$ .50
St. Francis	$2.50

HAYS to:

Atwood	$2.50
Colby	$2.00
Goodland	$2.50
Hill City	$1.00
Hoxie	$1.50
Norton	$1.50
Oakley	$1.50
Oberlin	$2.00
Phillipsburg	$1.00
Plainville	$ .50
Quinter	$1.00
St. Francis	$3.00
WaKeeney	$ .50

All listed fares are:
ONE RIDER .. ONE WAY

HealthExpress Transportation To & From Medical Appointments

For scheduling and pick-up locations,
call Toll Free 8 a.m. - 5 p.m., Monday - Friday

1-866-990-9600

Provided by the Kansas Department of Transportation in conjunction with Developmental Services of Northwest Kansas and Hays Medical Center.

MONDAY		TUESDAY		WEDNESDAY		THURSDAY	
7:15 AM	depart Hays	7:15 AM	depart Hays	7:15 AM	depart Hays	7:15 AM	depart Hays
7:40 AM	arrive LaCrosse	7:45 AM	arrive Russell	7:40 AM	arrive LaCrosse	7:50 AM	arrive WaKeeney
7:45 AM	depart LaCrosse	7:50 AM	depart Russell	7:45 AM	depart LaCrosse	7:55 AM	depart WaKeeney
8:30 AM	arrive Ness City	8:40 AM	arrive Osborne	8:25 AM	arrive Hoisington	8:20 AM	arrive Hill City
8:35 AM	depart Ness City	8:45 AM	depart Osborne	8:30 AM	depart Hoisington	8:25 AM	depart Hill City
8:50 AM	arrive Ransom	9:20 AM	arrive Stockton	9:00 AM	arrive Russell	9:00 AM	arrive Stockton
8:55 AM	depart Ransom	9:25 AM	depart Stockton	9:05 AM	depart Russell	9:05 AM	depart Stockton
9:25 AM	arrive WaKeeney	9:40 AM	arrive Plainville	9:40 AM	arrive Hays	9:20 AM	arrive Plainville
9:30 AM	depart WaKeeney	9:45 AM	depart Plainville	3:30 PM	depart Hays	9:25 AM	depart Plainville
10:05 AM	arrive Hays	10:10 AM	arrive Hays	3:55 PM	arrive LaCrosse	9:50 AM	arrive Hays
3:30 PM	depart Hays	3:30 PM	depart Hays	4:00 PM	depart LaCrosse	3:30 PM	depart Hays
3:55 PM	arrive LaCrosse	4:00 PM	arrive Russell	4:40 PM	arrive Hoisington	4:05 PM	arrive WaKeeney
4:00 PM	depart LaCrosse	4:05 PM	depart Russell	4:45 PM	depart Hoisington	4:10 PM	depart WaKeeney
4:45 PM	arrive Ness City	4:55 PM	arrive Osborne	5:15 PM	arrive Russell	4:35 PM	arrive Hill City
4:50 PM	depart Ness City	5:00 PM	depart Osborne	5:20 PM	depart Russell	4:40 PM	depart Hill City
5:05 PM	arrive Ransom	5:35 PM	arrive Stockton	5:55 PM	arrive Hays	5:15 PM	arrive Stockton
5:10 PM	depart Ransom	5:40 PM	depart Stockton			5:20 PM	depart Stockton
5:40 PM	arrive WaKeeney	5:55 PM	arrive Plainville			5:35 PM	arrive Plainville
5:45 PM	depart WaKeeney	6:00 PM	depart Plainville			5:40 PM	depart Plainville
6:20 PM	arrive Hays	6:25 PM	arrive Hays			6:05 PM	arrive Hays

FRIDAY Call in as needed - Flex Schedule

Additional transportation in Hays available through the ACCESS Van at a nominal fee. Call (785) 628-1052.

HealthExpress

Health Express Usage: July 2001 thru June 2002

	7/01	8/01	9/01	10/01	11/01	12/01	1/02	2/02	3/02	4/02	5/02	6/02	Total	% of Total
Medical													0	0%
HMC			1		1		4	2	2	2			12	12%
Dr. Appt.				2					2	4	12	8	28	27%
Dent. Appt													0	0%
HPMHC					4	5				3	2		14	14%
Hays Ortho										4			4	4%
Other			2						2		2	2	8	8%
Business													0	0%
Educational						3							3	3%
Social													0	0%
Business								3		1			4	4%
Personal				1			4	4		3	2	16	30	29%
Total	0	0	3	3	5	8	8	9	6	17	18	26	103	

1-Way Trips "To: or "From" the Communities Listed

Community	7/01	8/01	9/01	10/01	11/01	12/01	1/02	2/02	3/02	4/02	5/02	6/02	Total	%
Hill City					4			4		4	4		16	16%
Hoisington				1						1			2	2%
LaCrosse				1									1	1%
Ness City													0	0%
Osborne					1								1	1%
Plainville													0	0%
Ransom													0	0%
Russell			1	1		5	8	2	2	7	12	22	60	58%
Stockton			1			3		3		1			8	8%
WaKeeney													0	0%
Hays			1						4	4	2	4	15	15%
Total	0	0	3	3	5	8	8	9	6	17	18	26	103	

Total Miles Driven Per Month:			173	234	1373	2009	337	459	298	897	962	271	7013

Health Express Usage: April 2003 thru June 2003

	4/03	5/03	6/03	Total	of Total
Medical				0	0%
HMC	6	5	23	34	15%
Dr. Appt.	6	14	17	37	16%
Dent. Appt	2	6	2	10	4%
HPMHC	2	4	2	8	3%
Hays Ortho		2		2	1%
Other	6		2	8	3%
Business				0	0%
Educational	4			4	2%
Social			2	2	1%
Business	2	2	8	12	5%
Personal	28	33	56	117	50%
Total				234	

	4/03	5/03	6/03		
Community				**Total**	**%**
Ellis				0	0%
Hill City	4	4	4	12	10%
Hoisington		2		2	2%
LaCrosse	4	5	5	14	12%
Ness City			1	1	1%
Osborne				0	0%
Plainville				0	0%
Ransom	2			2	2%
Russell	10	15	35	60	51%
Stockton				0	0%
WaKeeney	4	4	4	12	10%
Hays	4	3	7	14	
Total	28	33	56	**117**	

Total Miles Driven Per Month:	1188	1544	1813	**4545**

Health Express Usage: July 2003 thru June 2004

	7/03	8/03	9/03	10/03	11/03	12/03	1/04	2/04	3/04	4/04	5/04	6/04	Total	% of Total
Medical					1								1	0%
HMC(Miller Bldg)	25	13	14	8	4				2			4	70	10%
Hays Cancer Cntr		2										2	4	1%
Renal Care Cntr		2	23	28	20	44	44	48	56	48	52	47	412	60%
Dr. Appt.	18	16	10	11	8	19	9	10		11	9		121	18%
Dent. Appt	2	2		4									8	1%
HPMHC	8	8		7	4	6	8		6		1		48	7%
Hays Ortho		2		2							2		6	1%
Other	2		4						2	2		2	12	2%
Educational													0	0%
Social													0	0%
Business													0	0%
Personal													0	0%
Total	55	45	51	60	37	69	61	58	66	61	64	55	682	

1-Way Trips "To: or "From" the Communities Listed

Community	7/03	8/03	9/03	10/03	11/03	12/03	1/04	2/04	3/04	4/04	5/04	6/04	Total	%
Ellis													0	0%
Hill City		4	4	4	4		4						20	3%
Hoisington		2		2	2						2		8	1%
LaCrosse	8	8					2			2	4		24	4%
Ness City	1												1	0%
Osborne													0	0%
Plainville													0	0%
Ransom													0	0%
Russell	27	16	16	15	6	25	9	8	10	11	8	8	159	23%
Stockton	15	9					2						26	4%
WaKeeney	2	4	25	36	20	44	44	48	56	48	48	47	422	62%
Hays Area	2	2	6	3	5			2			2		22	3%
Total	55	45	51	60	37	69	61	58	66	61	64	55	682	

Total Miles Driven Per Month:	2187	1901	2631	3428	2335	2835	3054	1767	2656	2070	2684	2193

Health Express Usage: January 2004 thru December 2004

	1/04	2/04	3/04	4/04	5/04	6/04	7/04	8/04	9/04	10/04	11/04	12/04	Total	% of Total
Medical									2			56	58	7%
HMC(Miller Bldg)			2			4				1			7	1%
Hays Cancer Cntr						2							2	0%
Renal Care Cntr	44	48	56	48	52	47	60	71	62	51	48		587	75%
Dr. Appt.	9	10		11	9		5			12			56	7%
Dent. Appt							0	2					2	0%
HPMHC	8		6		1		14	11	2	2	2		46	6%
Hays Ortho					2		0						2	0%
Other			2	2		2	1	4	2	1	8		22	3%
Educational													0	0%
Social													0	0%
Business												2	2	0%
Personal													0	0%
Total	61	58	66	61	64	55	80	88	68	67	58	58	784	

1-Way Trips "To: or "From" the Communities Listed

Community	1/04	2/04	3/04	4/04	5/04	6/04	7/04	8/04	9/04	10/04	11/04	12/04	Total	%
Ellis													0	0%
Hill City	4						4						8	1%
Hoisington					2								2	0%
LaCrosse	2			2	4								8	1%
Ness City													0	0%
Osborne													0	0%
Plainville													0	0%
Ransom													0	0%
Russell	9	8	10	11	8	8	24	30	18	15	2	6	149	19%
Stockton	2										8	2	12	2%
WaKeeney	44	48	56	48	48	47	52	56	48	52	48	50	597	76%
Hays Area		2			2			2	2				8	1%
Total	61	58	66	61	64	55	80	88	68	67	58	58	784	

Total Miles Driven Per Month:	3054	1767	2656	2070	2684	2193	3049	2992	4873	2520	2266	2369

Health Express Usage: July 2004 thru June 2005

	7/04	8/04	9/04	10/04	11/04	12/04	1/05	2/05	3/05	4/05	5/05	6/05	Total	% of Total
Medical			2			56							58	8%
HMC(Miller Bldg)				1						2			3	0%
Hays Cancer Cntr													0	0%
Renal Care Cntr	60	71	62	51	48		48	48	44	50	48	46	576	75%
Dr. Appt.	5			12			2				6		25	3%
Dent. Appt	0	2											2	0%
HPMHC	14	11	2	2	2		4	6	13		8	9	71	9%
Hays Ortho	0										4		4	1%
Other	1	4	2	1	8		1	6		1			24	3%
Educational													0	0%
Social													0	0%
Business						2							2	0%
Personal													0	0%
Total	80	88	68	67	58	58	55	60	57	53	66	55	765	

1-Way Trips "To: or "From" the Communities Listed

Community	7/04	8/04	9/04	10/04	11/04	12/04	1/05	2/05	3/05	4/05	5/05	6/05	Total	%
Ellis													0	0%
Hill City	4						4						8	1%
Hoisington													0	0%
LaCrosse													0	0%
Ness City													0	0%
Osborne													0	0%
Plainville													0	0%
Ransom													0	0%
Russell	24	30	18	15	2	6	2	12	13	3	18	9	152	20%
Stockton					8	2							10	1%
WaKeeney	52	56	48	52	48	50	48	48	44	50	48	46	590	77%
Hays Area		2	2				1						5	1%
Total	80	88	68	67	58	58	55	60	57	53	66	55	765	

Total Miles Driven Per Month:	3049	2992	4873	2520	2266	2369	2233	2221	2210	2032	2433	1428

Health Express Usage: July 2006 to June 2007

	7/06	8/06	9/06	10/06	11/06	12/06	1/07	2/07	3/07	4/07	5/07	6/07	Total	% of Total
Medical		1					2	4					7	1%
HMC(Miller Bldg)	6			4	2								12	2%
Hays Cancer Cntr													0	0%
Renal Care Cntr	85	96	41	38	20	24	26	24	14				368	63%
Dr. Appt.				4									4	1%
Dent. Appt													0	0%
HPMHC													0	0%
Hays Ortho					2	27	24	20	2				75	13%
Other													0	0%
Educational	6	10	17	6	14	10	5	7	9				84	14%
Social	1												1	0%
Business							2						2	0%
Personal		9	8	5	3	1	2	1	3				32	5%
Total	98	116	66	57	41	62	61	56	28	0	0	0	585	

1-Way Trips "To: or "From" the Communities Listed

Community	7/06	8/06	9/06	10/06	11/06	12/06	1/07	2/07	3/07	4/07	5/07	6/07	Total	%
Ellis	39	49											88	15%
Hill City		2		8									10	2%
Hoisington													0	0%
LaCrosse								1					1	0%
Ness City													0	0%
Osborne													0	0%
Plainville													0	0%
Ransom													0	0%
Russell	12	9	24	9	18	36	28	28	11				175	30%
Stockton													0	0%
WaKeeney	46	49	41	40	21	25	29	24	16				291	50%
Hays Area	1	7	1		2	1	4	3	1				20	3%
Total	98	116	66	57	41	62	61	56	28	0	0	0	585	

Total Miles Driven Per Month:	2193	2549	2334	2463	2059	3261	3372	3216	1509				22956

APPENDIX II

Table 16 Ridership Estimates

Northern Route to Hays			Baseline Concept 1 trip per week			Moderate Service Level Concept 2 trips per week			High Service Level Concept 4 trips per week		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**13,265**	**100%**	**684**	**13**	**13**	**957**	**9**	**18**	**1,340**	**6**	**26**
Atwood	1,279	10%	66	1	1	92	1	2	129	1	2
Oberlin	1,994	15%	103	2	2	144	1	3	201	1	4
Norton	3,726	28%	192	4	4	269	3	5	376	2	7
Phillipsburg	2,679	20%	138	3	3	193	2	4	271	1	5
Stockton	1,558	12%	80	2	2	112	1	2	157	1	3
Plainville	2,029	15%	105	2	2	146	1	3	205	1	4
Southern Route to Goodland			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**13,982**	**100%**	**684**	**13**	**13**	**957**	**9**	**18**	**1,340**	**6**	**26**
Ellis	1,873	13%	92	2	2	128	1	2	180	1	3
WaKeeney	1,924	14%	94	2	2	132	1	3	184	1	4
Quinter	961	7%	47	1	1	66	1	1	92	0	2
Oakley	2,173	16%	106	2	2	149	1	3	208	1	4
Colby	5,554	40%	272	5	5	380	4	7	532	3	10
St. Francis	1,497	11%	73	1	1	103	1	2	144	1	3
Southern Route to Hays			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**18,822**	**100%**	**741**	**14**	**14**	**1,037**	**10**	**20**	**1,452**	**7**	**28**
St. Francis	1,497	8%	59	1	1	82	1	2	115	1	2
Goodland	4,840	26%	190	4	4	267	3	5	373	2	7
Colby	5,554	30%	219	4	4	306	3	6	428	2	8
Oakley	2,173	12%	86	2	2	120	1	2	168	1	3
Quinter	961	5%	38	1	1	53	1	1	74	0	1
WaKeeney	1,924	10%	76	1	1	106	1	2	148	1	3
Ellis	1,873	10%	74	1	1	103	1	2	144	1	3
Southern Route Total			**Baseline Concept 1 trip per week**			**Moderate Service Level Concept 2 trips per week**			**High Service Level Concept 4 trips per week**		
City	Total Population	% of population	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week	Annual Riders	Riders per trip	Riders per week
Total Route	**18,822**	**100%**	**1,425**	**27**	**27**	**1,995**	**19**	**38**	**2,792**	**13**	**54**
St. Francis	1,497	8%	132	3	3	185	2	4	259	1	5
Goodland	4,840	26%	190	4	4	267	3	5	373	2	7
Colby	5,554	30%	490	9	9	686	7	13	961	5	18
Oakley	2,173	12%	192	4	4	269	3	5	376	2	7
Quinter	961	5%	85	2	2	119	1	2	166	1	3
WaKeeney	1,924	10%	170	3	3	238	2	5	333	2	6
Ellis	1,873	10%	165	3	3	231	2	4	324	2	6

Table 17 Operating Costs

		Annual Ridership			Cost/rider			Remaining Cost/Rider			
Northern Route	**Distance (miles)**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**	**Cost Recovery**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**
Atwood - Hays	157	684	957	1,340	$69	$99	$141	50%	$34	$49	$70
								25%	$52	$74	$106
								10%	$62	$89	$127
Southern Route	**Distance (miles)**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**	**Cost Recovery**	**One trip/wk**	**Two trips/wk**	**Four trips/wk**
Hays - Goodland	189	684	957	1,340	$82	$117	$167	50%	$41	$58	$84
								25%	$61	$88	$125
								10%	$74	$105	$150
St. Francis - Hays	189	741	1,037	1,452	$76	$108	$154	50%	$38	$54	$77
								25%	$57	$81	$116
								10%	$68	$97	$139

Northern Route

Trips/wk	Route	One-Way Trip	Round-Trip	Miles/wk	Annual Round Trips	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
One trip/wk	Atwood to Hays	167	335	335	52	17,399	$47,152	$23,576	$34	$11,788	$17	$4,715	$7
Two trips/wk	Atwood to Hays	167	335	669	104	34,798	$94,304	$47,152	$49	$23,576	$25	$9,430	$10
Four trips/wk	Atwood to Hays	167	335	1,338	208	69,597	$188,607	$94,304	$70	$47,152	$35	$18,861	$14

Southern Route

Trips/wk	Route	One-Way Trip	Round-Trip	Miles/wk	Annual Round Trips	Annual Miles	Annual Operating Cost	50% Op. Cost Recovery	Roundtrip Average Fare	25% Op. Cost Recovery	Roundtrip Average Fare	10% Op. Cost Recovery	Roundtrip Average Fare
One trip/wk	Hays to Goodland	199	397	397	52	20,665	$56,002	$28,001	$41	$14,000	$20	$5,600	$8
Two trips/wk	Hays to Goodland	199	397	795	104	41,330	$112,003	$56,002	$58	$28,001	$29	$11,200	$12
Four trips/wk	Hays to Goodland	199	397	1,590	208	82,659	$224,006	$112,003	$84	$56,002	$42	$22,401	$17
One trip/wk	St. Francis to Hays	199	397	397	52	20,665	$56,002	$28,001	$38	$14,000	$19	$5,600	$8
Two trips/wk	St. Francis to Hays	199	397	795	104	41,330	$112,003	$56,002	$54	$28,001	$27	$11,200	$11
Four trips/wk	St. Francis to Hays	199	397	1,590	208	82,659	$224,006	$112,003	$77	$56,002	$39	$22,401	$15

Table 18 Fare Assessment – based on a 10% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Atwood	1	66	$12	$791	2	92	$16	$1,477	2	129	$20	$2,585
Oberlin	2	103	$10	$1,028	3	144	$14	$2,015	4	201	$18	$3,627
Norton	4	192	$8	$1,537	5	269	$12	$3,227	7	376	$16	$6,024
Phillipsburg	3	138	$5	$691	4	193	$8	$1,547	5	271	$12	$3,248
Stockton	2	80	$4	$321	2	112	$6	$675	3	157	$10	$1,574
Plainville	2	105	$4	$418	3	146	$6	$879	4	205	$10	$2,050
Total: Atwood - Hays	**13.15**	**684**	**$7**	**$4,786**	**18**	**957**	**$10**	**$9,819**	**26**	**1,340**	**$14**	**$19,108**
Annual Op. Cost (10% of total)				**$4,715**				**$9,430**				**$18,861**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Ellis	2	92	$12	$1,099	2	128	$15	$1,924	3	180	$20	$3,591
Wakeeney	2	94	$12	$1,129	3	132	$15	$1,976	4	184	$20	$3,689
Quinter	1	47	$10	$470	1	66	$12	$790	2	92	$18	$1,658
Oakley	2	106	$10	$1,063	3	149	$12	$1,785	4	208	$18	$3,749
Colby	5	272	$6	$1,630	7	380	$10	$3,803	10	532	$15	$7,986
St. Francis	1	73	$6	$439	2	103	$10	$1,025	3	144	$15	$2,153
Total: Hays - Goodland	**13**	**684**	**$9**	**$5,830**	**18**	**957**	**$12**	**$11,303**	**26**	**1,340**	**$17**	**$22,826**
Annual Op. Cost (10% of total)				**$5,600**				**$11,200**				**$22,401**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
St. Francis	1	59	$12	$707	2	82	$16	$1,320	2	115	$20	$2,310
Goodland	4	190	$10	$1,905	5	267	$12	$3,200	7	373	$16	$5,974
Colby	4	219	$10	$2,186	6	306	$12	$3,673	8	428	$16	$6,855
Oakley	2	86	$6	$513	2	120	$10	$1,197	3	168	$14	$2,347
Quinter	1	38	$6	$227	1	53	$10	$530	1	74	$14	$1,038
WaKeeney	1	76	$4	$303	2	106	$8	$848	3	148	$12	$1,781
Ellis	1	74	$4	$295	2	103	$8	$826	3	144	$12	$1,734
Total: St. Francis - Hays	**14**	**741**	**$8**	**$6,136**	**20**	**1,037**	**$11**	**$11,593**	**28**	**1,452**	**$15**	**$22,039**
Annual Op. Cost (10% of total)				**$5,600**				**$11,200**				**$22,401**
Southern Route Total	**27.40**	**1,425**	**$8**	**$11,966**	**38**	**1,995**	**$11**	**$22,896**	**54**	**2792**	**$16**	**$44,865**
Southern Route Total Annual Op. Cost (10% of total)				**$11,200**				**$22,401**				**$44,801**

Table 19 Fare Assessment – based on a 25% Recovery Rate

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Atwood	1	66	$30	$1,978	2	92	$38	$3,508	2	129	$48	$6,203
Oberlin	2	103	$25	$2,570	3	144	$32	$4,605	4	201	$42	$8,462
Norton	4	192	$20	$3,842	5	269	$26	$6,992	7	376	$38	$14,306
Phillipsburg	3	138	$15	$2,072	4	193	$22	$4,254	5	271	$32	$8,662
Stockton	2	80	$10	$803	2	112	$18	$2,024	3	157	$28	$4,408
Plainville	2	105	$10	$1,046	3	146	$18	$2,636	4	205	$28	$5,740
Total: Atwood - Hays	**13.15**	**684**	**$18**	**$12,310**	**18**	**957**	**$25**	**$24,018**	**26**	**1,340**	**$36**	**$47,782**
Annual Op. Cost (25 % of total)				**$11,788**				**$23,576**				**$47,152**
	One trip per week				**Two trips per week**				**Four trips per week**			
	Weekly Ridership	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**	**Weekly Ridership**	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**	**Weekly Ridership**	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**
Ellis	2	92	$28	$2,565	2	128	$38	$4,873	3	180	$52	$9,336
Wakeeney	2	94	$28	$2,635	3	132	$38	$5,006	4	184	$52	$9,591
Quinter	1	47	$22	$1,034	1	66	$32	$2,106	2	92	$44	$4,053
Oakley	2	106	$22	$2,338	3	149	$32	$4,761	4	208	$44	$9,165
Colby	5	272	$16	$4,346	7	380	$24	$9,127	10	532	$36	$19,167
St. Francis	1	73	$16	$1,171	2	103	$24	$2,460	3	144	$36	$5,166
Total: Hays - Goodland	**13**	**684**	**$21**	**$14,089**	**18**	**957**	**$30**	**$28,333**	**26**	**1,340**	**$42**	**$56,479**
Annual Op. Cost (25 % of total)				**$14,000**				**$28,001**				**$56,002**
	One trip per week				**Two trips per week**				**Four trips per week**			
	Weekly Ridership	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**	**Weekly Ridership**	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**	**Weekly Ridership**	**Annual Ridership**	**Roundtrip Fare Charged (Avg)**	**Annual Op. Cost Recovery**
St. Francis	1	59	$26	$1,532	2	82	$36	$2,970	2	115	$48	$5,543
Goodland	4	190	$22	$4,191	5	267	$30	$8,001	7	373	$42	$15,682
Colby	4	219	$22	$4,809	6	306	$30	$9,181	8	428	$42	$17,995
Oakley	2	86	$16	$1,368	2	120	$24	$2,874	3	168	$36	$6,035
Quinter	1	38	$16	$605	1	53	$24	$1,271	1	74	$36	$2,669
WaKeeney	1	76	$12	$909	2	106	$18	$1,908	3	148	$28	$4,156
Ellis	1	74	$12	$885	2	103	$18	$1,858	3	144	$28	$4,046
Total: St. Francis - Hays	**14**	**741**	**$19**	**$14,299**	**20**	**1,037**	**$27**	**$28,063**	**28**	**1,452**	**$39**	**$56,126**
Annual Op. Cost (25 % of total)				**$14,000**				**$28,001**				**$56,002**
Southern Route Total	**27.40**	**1,425**	**$20**	**$28,389**	**38**	**1,995**	**$28**	**$56,396**	**54**	**2792**	**$40.33**	**$112,604**
Southern Route Total Annual Op. Cost (25 % of total)				**$28,001**				**$56,002**				**$112,003**

Table 20 Fare Assessment – based on a 50 % Fare Recovery

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Atwood	1	66	$55	$3,626	2	92	$65	$6,000	2	129	$90	$11,631
Oberlin	2	103	$45	$4,626	3	144	$60	$8,635	4	201	$85	$17,126
Norton	4	192	$40	$7,683	5	269	$55	$14,790	7	376	$75	$28,236
Phillipsburg	3	138	$30	$4,143	4	193	$45	$8,701	5	271	$65	$17,595
Stockton	2	80	$20	$1,606	2	112	$35	$3,936	3	157	$55	$8,658
Plainville	2	105	$20	$2,092	3	146	$35	$5,125	4	205	$55	$11,276
Total: Atwood - Hays	**13.15**	**684**	**$34**	**$23,777**	**18**	**957**	**$49**	**$47,187**	**26**	**1,340**	**$71**	**$94,521**
Annual Op. Cost (50 % of total)				**$23,576**				**$47,152**				**$94,304**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
Ellis	2	92	$60	$5,496	2	128	$75	$9,619	3	180	$95	$17,057
Wakeeney	2	94	$60	$5,646	3	132	$75	$9,880	4	184	$95	$17,521
Quinter	1	47	$45	$2,115	1	66	$60	$3,948	2	92	$90	$8,291
Oakley	2	106	$45	$4,782	3	149	$60	$8,927	4	208	$90	$18,747
Colby	5	272	$30	$8,149	7	380	$50	$19,015	10	532	$75	$39,931
St. Francis	1	73	$30	$2,196	2	103	$50	$5,125	3	144	$75	$10,763
Total: Hays - Goodland	**13**	**684**	**$42**	**$28,385**	**18**	**957**	**$59**	**$56,514**	26	1,340	**$84**	**$112,310**
Annual Op. Cost (50 % of total)				**$28,001**				**$56,002**				**$112,003**

	One trip per week				Two trips per week				Four trips per week			
	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery	Weekly Ridership	Annual Ridership	Roundtrip Fare Charged (Avg)	Annual Op. Cost Recovery
St. Francis	1	59	$55	$3,241	2	82	$70	$5,774	2	115	$90	$10,394
Goodland	4	190	$45	$8,572	5	267	$60	$16,002	7	373	$85	$31,737
Colby	4	219	$45	$9,837	6	306	$60	$18,363	8	428	$85	$36,419
Oakley	2	86	$30	$2,566	2	120	$50	$5,987	3	168	$75	$12,573
Quinter	1	38	$30	$1,135	1	53	$50	$2,648	1	74	$75	$5,560
WaKeeney	1	76	$20	$1,515	2	106	$35	$3,711	3	148	$55	$8,163
Ellis	1	74	$20	$1,474	2	103	$35	$3,612	3	144	$55	$7,947
Total: St. Francis - Hays	**14**	**741**	**$38**	**$28,340**	**20**	**1,037**	**$54**	**$56,096**	28	1,452	**$78**	**$112,793**
Annual Op. Cost (50 % of total)				**$28,001**				**$56,002**				**$112,003**
Southern Route Total	**27.40**	**1,425**	**$40**	**$56,725**	**38**	**1,995**	**$57**	**$112,610**	**$54**	**$2,792**	**$81**	**$225,103**
Southern Route Total Annual Op. Cost (50 % of total)				**$56,002**				**$112,003**				**$224,006**

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding the provision of service outside their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect costs, and how to allocate that cost to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to ensure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case a new Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

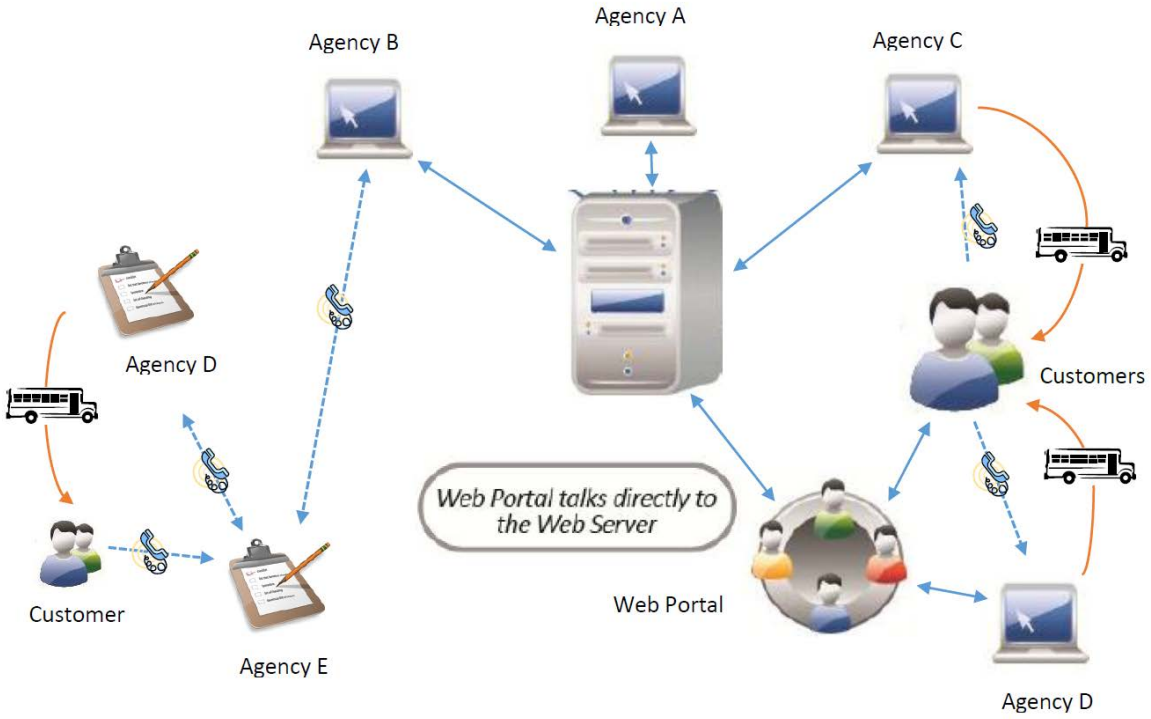
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

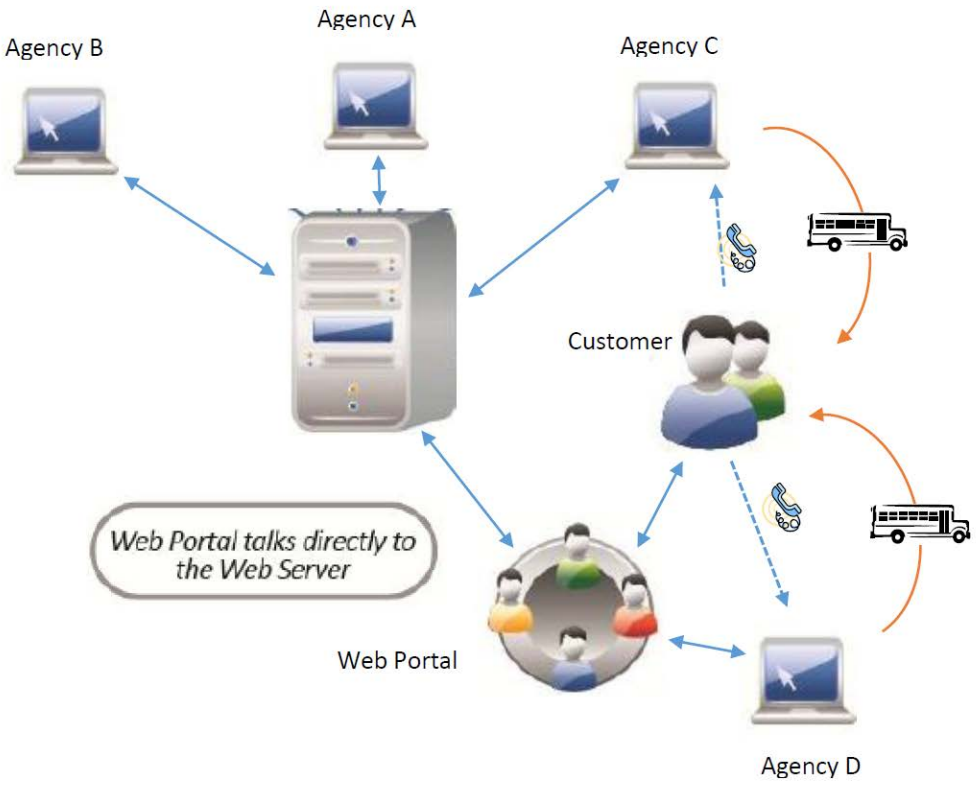
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

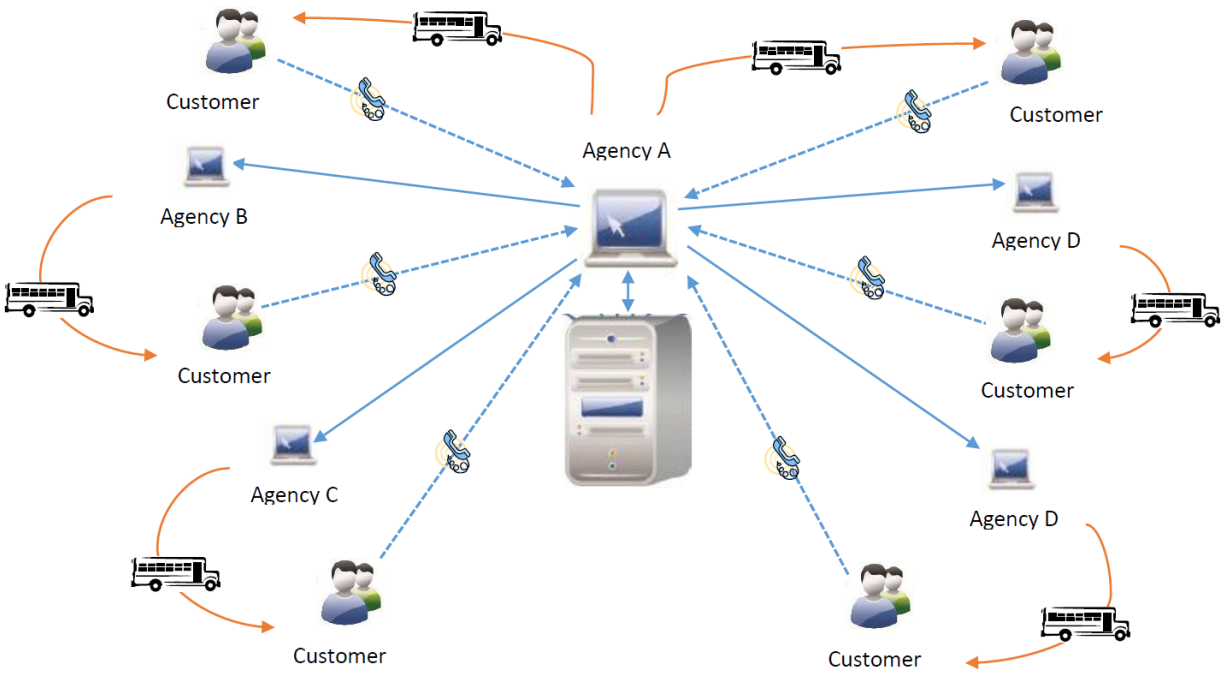
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model – Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Central Region for example, there still remains three counties without either a 5311 or 5310 provider including Marion, Stafford and Barber Counties, so individuals from those counties should also be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

Northwest Regional Committee Meeting
Meeting Notes from Hays

Hays Meeting September 11th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from the City of Wakeeney, Rooks County, DSNWK, NWKAAA, City of Phillipsburg, Thomas County, Decatur County, Rush County Transportation, and Gove County Medical Center were present. Representatives from K.U. Med and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore.

Introduction
Josh Powers began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.

The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting

Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service

There are two opportunities for intra-regional services. Primary travel movements were seen to be concentrated towards Goodland and Hays. The southern route operating between St. Francis, Goodland and Hays is suggested to begin service at a level of two bi-directional trips per week. The northern route operating between Atwood and Hays is suggested to start at two trips per week. Considering the defined level of service and the potential cost recovery rates, Mark Swope asked stakeholders whether their expected amount of local match would be a reasonable amount of money for their funders to allocate.

Questions/Comments

- Conversations on the proposed regional service began with a question brought up by Anna Findley, from ACCESS. Anna was curious about whether there were surveys given to anyone asking potential riders what they are willing to pay for regional service. While there were no such surveys handed out, Mark Swope said official fare rates will be decided within the proposed governance structure. Any fare rates presented were only used to get the discussions started between stakeholders and to realize what fare levels are needed in a range of cost recovery scenarios.

- Other comments from the group came on the funding of regional service. In the population-based cost allocation method, Ellis County is responsible for a large amount of the local match since it has the highest population level. With that being said, the communities along the route may be more interested in connections to the regional centers than residents living in the larger populated areas. Mark Swope reminded those in Ellis County that there is potential for the county to attract new investment from those riders entering the county for shopping trips. The proposed allocation method was a starting point for the region and will ultimately be decided by those participating in the new governance structure.

- Josh Powers reminded everyone that the current six-million dollar level will not be touched for any regional service, but the new five-million dollar pot will be used for regional efforts. The only risk of not doing anything now, is that other regions will take advantage of that money instead. Once the group has decided on their preferred strategy, the next step will be to talk to county commissioners and elected officials.

- Stakeholders brought up the issue of routes exceeding their capacities and whether there will be a priority to pick up certain people. The current structure of the regional route is based on a reservation system. If reservations outnumber the bus' capacity, adding an additional bus may be warranted.

- The needs of Dialysis patients are far different than those wanting to use the service for other trip purposes like shopping. Because some Dialysis appointments can last up to five hours, those trips may need to be treated separately. If Dialysis patients are using the service, proper dwell times must be expected by other riders. The issue of wait time brought stakeholders to recommend an existing location within the activity center where riders could spend their time while the Dialysis patients are finishing their appointments. Riders could also schedule multiple trips within the activity center, thus, limiting the amount of downtime between their trip purposes and the completion of the Dialysis appointments.

- Route refinements pointed out by the stakeholders included a northern connection to Colby and Goodland. Whatever the final regional route will look like, this region's size makes it more difficult than other smaller regions. The reality is there aren't many options now to get to regional centers. The routes may be long from one end to the other, but riders will welcome any new opportunity to get to where they need to go.

Mobility Management

Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and

other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Hays, at the ACCESS facility. The position may be under the payroll of ACCESS, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- The cost allocation scenarios presented to the groups led to comments regarding the requirements for participation and the consequences of organizations opting not to participate. The scenarios represent all qualifying counties participating in the strategy, so local match responsibilities will be altered significantly if numerous organizations do not participate in the strategy. Nobody is mandating the amount for each county. Methods for allocation will ultimately be decided amongst members of the governance structure.

- One stakeholder asked if the Mobility Manager could be a KDOT employee. KDOT staff felt this would not be an option since the idea of having a Mobility Manager is to hire someone that would have the region's interests and not someone who is working for the state.

- Anna Findley brought up the idea to have someone at the host location for the Mobility Manager to turn to for direction. In response to Anna's comment, Josh Powers reminded the group that if an issue came up with the Mobility Manager, the conflict would be brought to and settled with KDOT.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Hays. ACCESS has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the

scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- While estimated costs only account for regional trips, there was interest among stakeholders to acquire an estimate for all trips to be coordinated under a single scheduling/dispatching system. If estimates came out lower than current costs, organizations would be interested in making the conversion.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Stakeholders felt the governance structure is most important to implement first and was the first region in the fourth round of meetings to make this distinction.

Next Steps/Conclusion

The next steps in the process will include refining strategies – which may lead to altering the level of service and/or fare structures for the regional routes. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon. However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- At the conclusion of the meeting, concerns persisted over the possibility of some 5311 providers not participating in the regional strategies and the effect that would have on the region. This is especially relevant for the regional route strategies.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Northwest Regional Committee Meeting #4 **DATE –** 9/11/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Lindsay Flax PH: 743-5791	City of Wakeeney	cityofwak2@ruraltel.net
Connie A. Spencer PH: 785-296-5194	KDOT	connies@ksdot.org
Johnna Lambert PH: 785.488.4429	Brooks Co	jlambert@plainville.hpmin.com
Tyler Gridden PH:	KUMED AHEC	tgridden@kumc.edu
LeeAnn Schmidtberger PH: 785-625-5678	Fiscal Services Manager DSNWK	leeann_schmidtberger@dsnwk.org
Michelle Morgan PH:	Executive Director NWKAAA	mmorgan@nwkaaa.org
Anna Findley PH:	Transportation Manager ACCESS/DSNWK	Anna_findley@DSNWK.org
JERRY MICHAUD PH	DSNWK / ACCESS	JERRY_MICHAUD@DSNWK.ORG

OLSSON ASSOCIATES | URS | SRH

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Northwest Regional Committee Meeting #4 **DATE –** 9/11/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Brenda Chance PH: 785/543-5234	City Clerk City of Phillipsburg	bchance@cityofphillipsburg.com
FRANK Rygewski PH:	CFO, Rook Co Transp	frygewski@plainville.hpmin.com
Shelly Harms PH: 785-460-4500	County Clerk, Thomas	tcc@st-tel.net
Karen Edwards PH:	comptroller, DSNWK	karen_edwards@dsnwk.org
Sue Stephens PH: 785-625-5678	Dir of Admin Serv, DSNWK	sue_stephens@dsnwk.org
Colleen Geihsler PH: 785-475-8701	County Clerk Decatur	colleen_geih@yahoo.com
TASMA Thielenhaus PH: 785-222-3537	Secretary Rush County Transportation	rcwdjrf@gbta.net
Denise Wittman PH 785 754 3335 ext 5141	Gove County Medical Center Quinter, KS	socialservices@gcmc.ws

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jon Moore PH:	OA	
Mark Swope PH:	OA	
Cory Davis PH:	KDOT	
Josh Powers PH:	KDOT	
PH:		
PH:		
PH:		
PH		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Northwest Regional Committee Meeting #4

September 11, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cheyenne	2,724	NO	YES	$3,628	$4,107
Decatur	2,939	YES	YES	$1,759	$2,035
Ellis	28,525	YES	YES	$43,182	$49,226
Gove	2,771	YES	YES	$3,675	$4,161
Graham	2,617	NO	NO	$0	$0
Logan	2,766	YES	YES	$3,670	$4,156
Norton	5,658	YES	YES	$2,994	$3,464
Osborne	3,852	NO	NO	$0	$0
Phillips	5,579	YES	YES	$2,958	$3,423
Rawlins	2,555	YES	YES	$1,585	$1,834
Rooks	5,205	YES	YES	$2,788	$3,226
Rush	3,262	YES	NO	$0	$0
Russell	6,926	YES	NO	$0	$0
Sheridan	2,562	NO	NO	$0	$0
Sherman	6,036	YES	YES	$6,988	$7,912
Smith	3,835	YES	NO	$0	$0
Thomas	7,854	YES	YES	$8,832	$10,001
Trego	2,977	YES	YES	$3,884	$4,398
Wallace	1,508	NO	NO	$0	$0

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cheyenne	2,724	NO	YES	$3,023	$3,503
Decatur	2,939	YES	YES	$1,466	$1,742
Ellis	28,525	YES	YES	$35,985	$42,029
Gove	2,771	YES	YES	$3,063	$3,549
Graham	2,617	NO	NO	$0	$0
Logan	2,766	YES	YES	$3,059	$3,544
Norton	5,658	YES	YES	$2,495	$2,965
Osborne	3,852	NO	NO	$0	$0
Phillips	5,579	YES	YES	$2,465	$2,930
Rawlins	2,555	YES	YES	$1,321	$1,570
Rooks	5,205	YES	YES	$2,323	$2,761
Rush	3,262	YES	NO	$0	$0
Russell	6,926	YES	NO	$0	$0
Sheridan	2,562	NO	NO	$0	$0
Sherman	6,036	YES	YES	$5,823	$6,747
Smith	3,835	YES	NO	$0	$0
Thomas	7,854	YES	YES	$7,360	$8,528
Trego	2,977	YES	YES	$3,237	$3,751
Wallace	1,508	NO	NO	$0	$0

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cheyenne	2,724	NO	YES	$2,015	$2,495
Decatur	2,939	YES	YES	$977	$1,254
Ellis	28,525	YES	YES	$23,990	$30,034
Gove	2,771	YES	YES	$2,042	$2,528
Graham	2,617	NO	NO	$0	$0
Logan	2,766	YES	YES	$2,039	$2,525
Norton	5,658	YES	YES	$1,663	$2,134
Osborne	3,852	NO	NO	$0	$0
Phillips	5,579	YES	YES	$1,643	$2,108
Rawlins	2,555	YES	YES	$880	$1,129
Rooks	5,205	YES	YES	$1,549	$1,987
Rush	3,262	YES	NO	$0	$0
Russell	6,926	YES	NO	$0	$0
Sheridan	2,562	NO	NO	$0	$0
Sherman	6,036	YES	YES	$3,882	$4,806
Smith	3,835	YES	NO	$0	$0
Thomas	7,854	YES	YES	$4,907	$6,075
Trego	2,977	YES	YES	$2,158	$2,672
Wallace	1,508	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Mid-term (2016 – 2017)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cheyenne	2,724	NO	YES	$0	$0
Decatur	2,939	YES	YES	$0	$1,128
Ellis	28,525	YES	YES	$0	$9,078
Gove	2,771	YES	YES	$0	$1,075
Graham	2,617	NO	NO	$0	$0
Logan	2,766	YES	YES	$0	$1,074
Norton	5,658	YES	YES	$0	$1,972
Osborne	3,852	NO	NO	$0	$0
Phillips	5,579	YES	YES	$0	$1,948
Rawlins	2,555	YES	YES	$0	$1,008
Rooks	5,205	YES	YES	$0	$1,832
Rush	3,262	YES	NO	$0	$1,228
Russell	6,926	YES	NO	$0	$2,367
Sheridan	2,562	NO	NO	$0	$0
Sherman	6,036	YES	YES	$0	$2,090
Smith	3,835	YES	NO	$0	$1,406
Thomas	7,854	YES	YES	$0	$2,655
Trego	2,977	YES	YES	$0	$1,139
Wallace	1,508	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

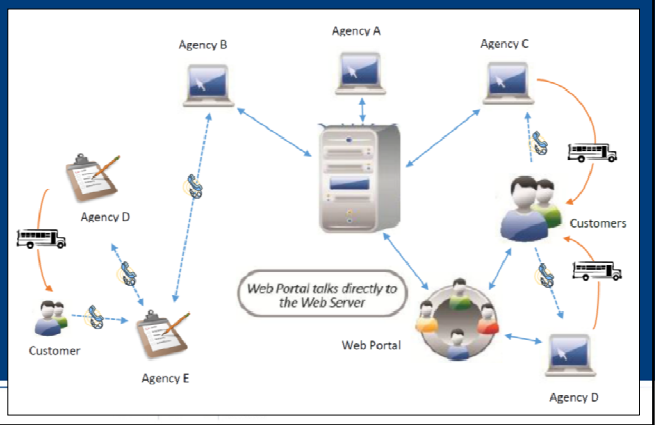
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

County	Population	5311 Provider	Reg. Route Access	Year 1 Local Match	Year 2+ Local Match
Cheyenne	2,724	NO	YES	$0	$0
Decatur	2,939	YES	YES	$135	$135
Ellis	28,525	YES	YES	$1,313	$1,313
Gove	2,771	YES	YES	$128	$128
Graham	2,617	NO	NO	$0	$0
Logan	2,766	YES	YES	$127	$127
Norton	5,658	YES	YES	$260	$260
Osborne	3,852	NO	NO	$0	$0
Phillips	5,579	YES	YES	$257	$257
Rawlins	2,555	YES	YES	$118	$118
Rooks	5,205	YES	YES	$240	$240
Rush	3,262	YES	NO	$150	$150
Russell	6,926	YES	NO	$319	$319
Sheridan	2,562	NO	NO	$0	$0
Sherman	6,036	YES	YES	$278	$278
Smith	3,835	YES	NO	$177	$177
Thomas	7,854	YES	YES	$362	$362
Trego	2,977	YES	YES	$137	$137
Wallace	1,508	NO	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

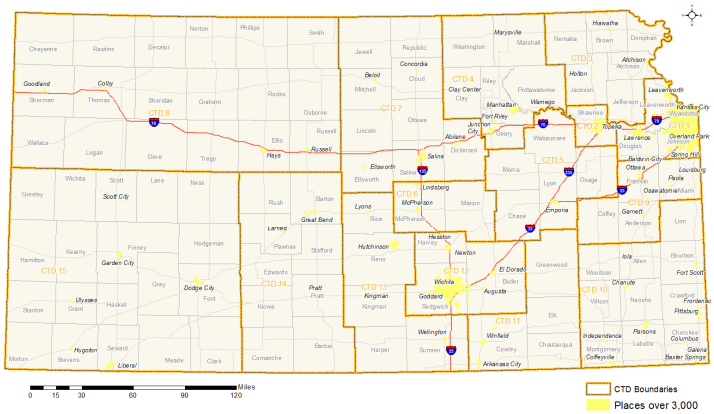
Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



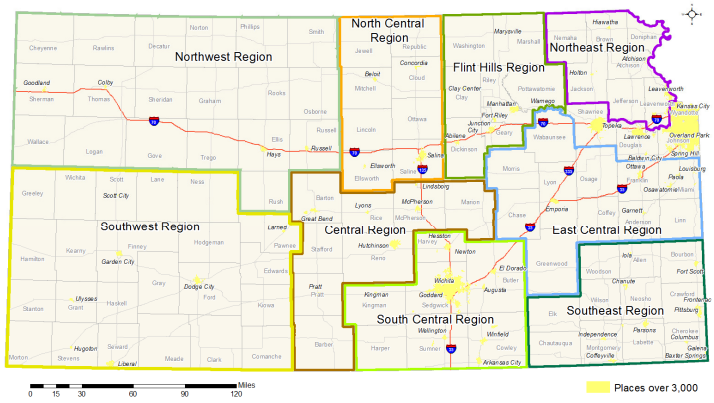
Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

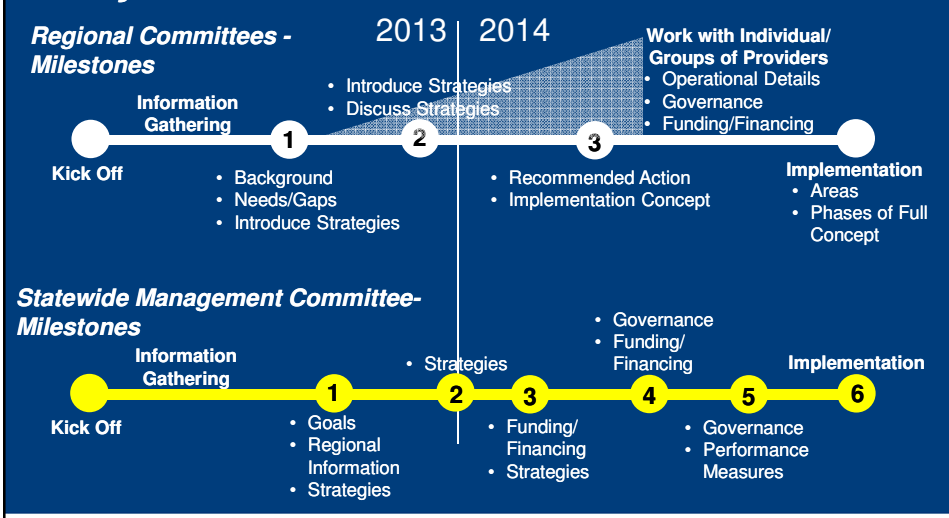
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Northwest Regional Committee Meeting #4

September 11, 2014

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – Northwest Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual

roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)

- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

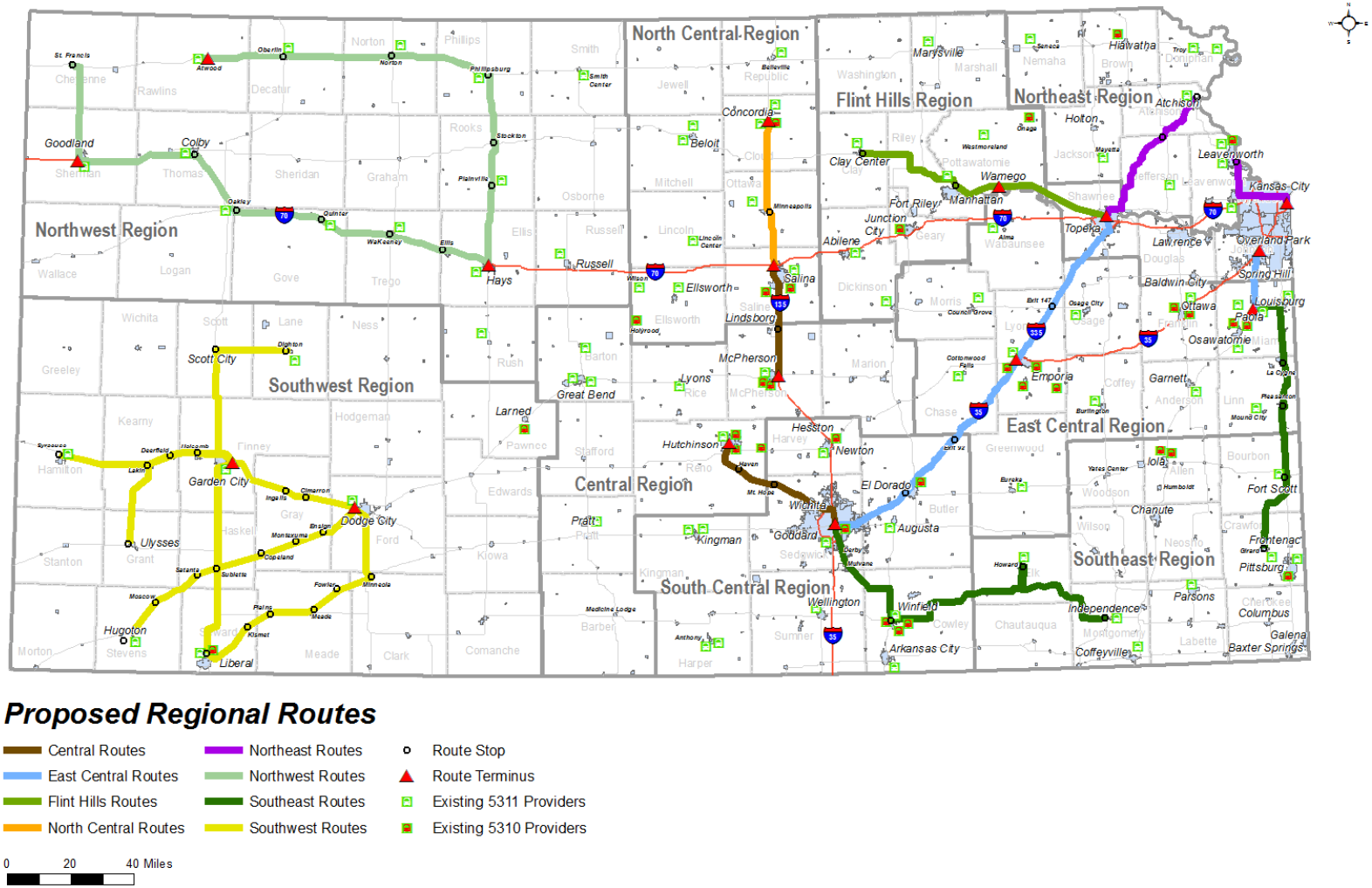
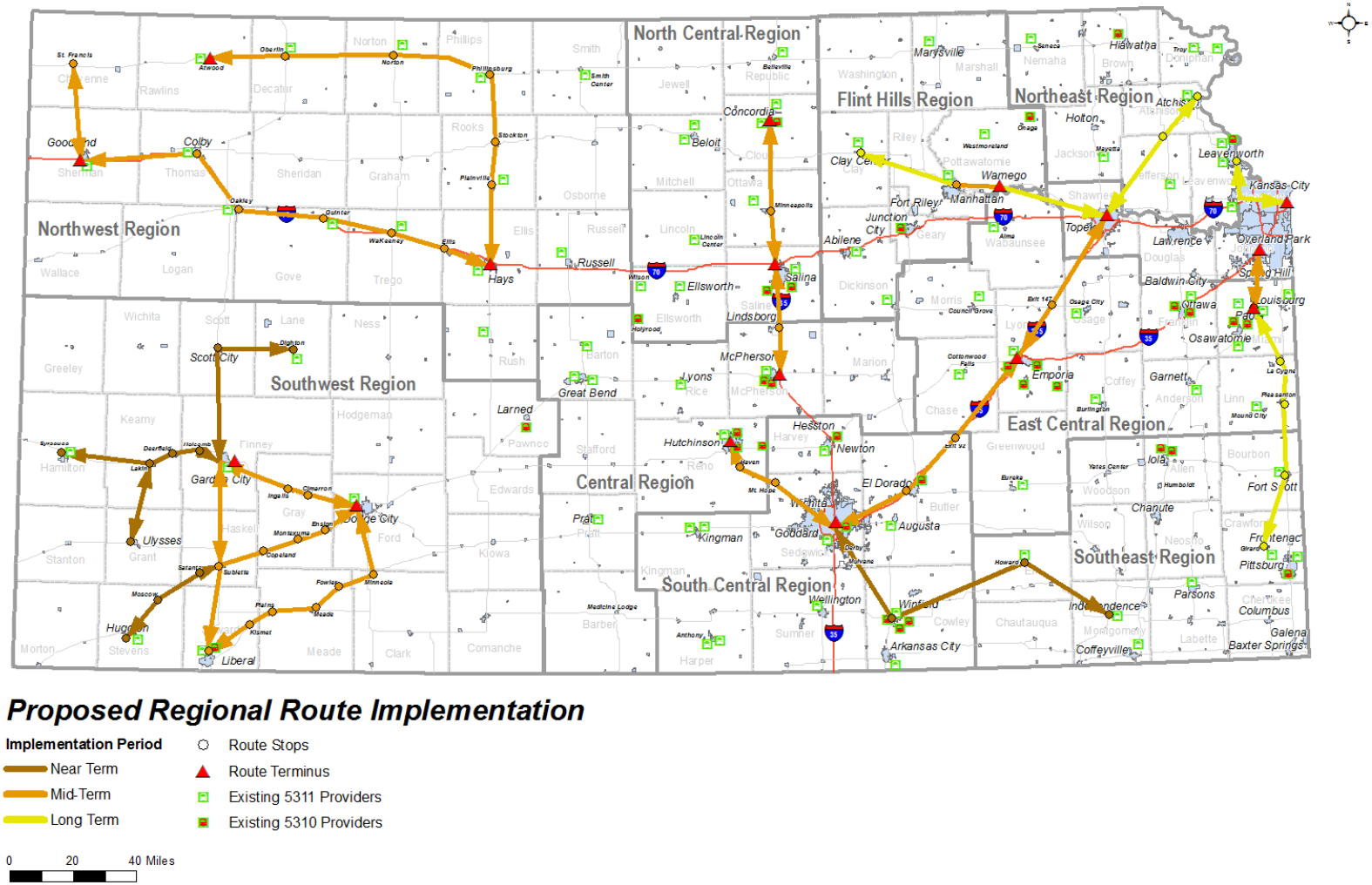


Figure 2 Proposed Regional Route Implementation



Northwest Region

In the Northwest Region, two regional routes are considered for implementation. The Northern route is designed to travel between Atwood and Hays along Highways 36 and 183. Stops proposed along the route to Hays include Oberlin, Norton, Phillipsburg, Stockton and Plainville.

The Southern route would operate two bi-directional trips between St. Francis and Hays travelling along Highway 27 and I-70. One westbound trip would originate from Hays while the eastbound trip would begin from St. Francis. Stops proposed along the route to Goodland include Ellis, WaKeeney, Quinter, Oakley, Colby and St. Francis.

ACCESS, based in Hays, currently operates the largest number of vehicles among the providers in the Northwest region. In addition, ACCESS indicated that the organization was willing and technically capable of operating long distance routes throughout the region. Other providers in the region indicated a willingness to have ACCESS fulfill this role. Cost estimates for operating the routes are based on the annual cost per mile established by ACCESS of $2.71 per mile.

Figure 3 Northwest Regional Route Alignment

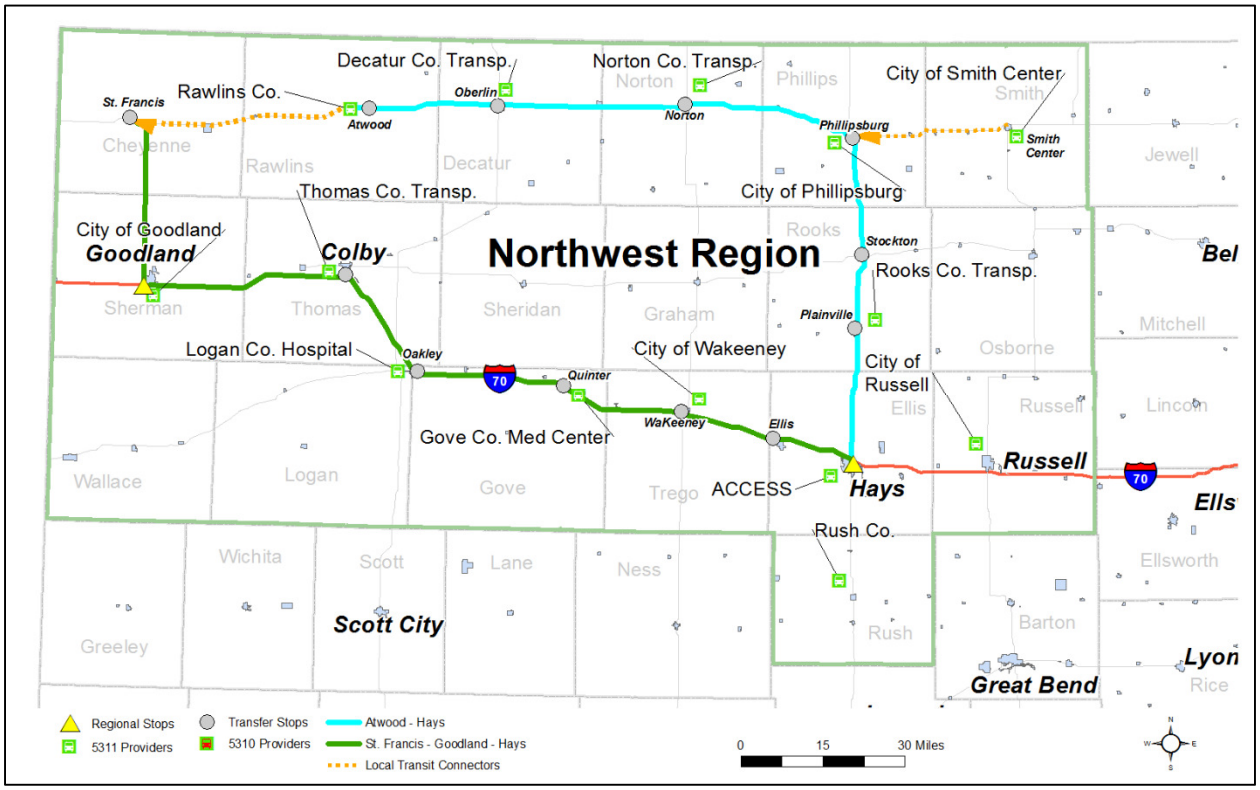


Table 1 Northwest Regional Route Quantitative Evaluation

	Northern Route			Southern Route		
Trips/week	**1x**	**2x**	**4x**	**1x**	**2x**	**4x**
Estimated Annual Ridership	684	957	1,340	1,425	1,995	2,792
Annual Operating Cost	$47,150	$94,300	$188,600	$112,003	$224,006	$448,013
Annual Operating Cost per Rider	$69	$99	$141	$79	$112	$160
Capital Cost	One Vehicle			Two Vehicles		
Average Fare (50% Cost Recovery)	$34	$49	$71	$40	$57	$81
Average Fare (25% Cost Recovery)	$18	$25	$36	$20	$28	$40
Average Fare (10% Cost Recovery)	$7	$10	$14	$8	$11	$16
Travel Time	3 hr. 17 min.			3 hr. 47 min.		
Mileage	167			199		
Intercity Stops Population	13,265			13,982		
Activity Center (Population)	Hays (20,499)			Hays & Goodland (4,840)		

Major Trip Generators

Two of the main facilities attracting trips on the route are the dialysis center in Hays and the dialysis center in Goodland. These are the only two dialysis centers within the 19-county Northwest Region. Many of the route stops have healthcare facilities or providers, but the largest regional hospital is found in Hays. Along the route higher education facilities include Northwest Kansas Technical College in Goodland, Colby Community College and Fort Hays State University.

Current Coordination Level

Current coordination between providers in the Northwest Region is limited. Gove County Medical Center has indicated that coordination would help speed up their plans for expansion; due to their large increase in demand for trips outsider their region. Obstacles slowing any future coordination efforts are thought to be issues involving funding, long distances, and jurisdictional boundaries. While there is no regional route currently, a regional route called “Care-Van” used to operate along the proposed north and south routes, as well as an additional East/West route connecting communities along the Highway 24 corridor. This service offered only advanced reservations, but still garnered a total of 635 roundtrips over the course of the year beginning in the summer of 2007.

Level of Coordination Needed

The two regional routes proposed for implementation are considered to be operated by a single operator. However, the other 5311 providers in the region are expected to transport potential riders within their service areas to the appropriate regional stops. Communication between the 5311

providers and the regional route operator will be necessary in order to prevent exceeding the capacity limits of the vehicle.

Stakeholder Response

Responses received from stakeholders within the region supported the proposed regional routes, but also identified some additional connections. Requests for additional service included connecting the City of Russell, operating feeder lines between the two routes, adding a third route along the US 24 alignment between the northern and southern routes, as well as incorporating an intra-regional connection to Wichita. While it is a positive sign there is a growing interest in expanding transit opportunities in the region, additional analysis is needed to evaluate their feasibility. The stakeholders' interest in having regional service operate more than once-a-week for dialysis appointments will be considered in the final recommendation of each routes level of service.

Proposed Implementation Period

After evaluating both the quantitative and qualitative information for the Northern and Southern regional routes, both were seen as potential mid-term strategies for the Northwest Region. Operation of each route should be considered at least twice-a-week. A cost recovery rate of 25 percent or lower (fares between $10 to $28 per round trip, for two trips per week) would be more acceptable to riders than a higher fare that recovers a higher percentage of operating costs. Service frequency could be expanded from two trips per week if there is a sudden increase in demand for trips, or increase in local subsidy.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

Northwest Region

In the Northwest Region, ACCESS Transportation has indicated a willingness and ability to house the mobility manager on a contractual basis. This arrangement is suitable to several other transit providers in the region. The Northwest mobility manager would be a full-time position charged to coordinated longer-distance or regional transit trips among regional transit providers, and external providers. In addition, the Northwest region mobility manager would work with major medical providers, the dialysis centers in Hays and Goodland, employers, and social service agencies within the region to better match transit service to trip patterns and regional demand. The Northwest region mobility manager would also be a resource for those jurisdictions that are currently without transit, but may desire transit either

by working with KDOT to develop an in-house transit provider, or purchasing transit services from an already existing nearby provider. At the direction of the regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- “Option 1” - Focusing centralize scheduling efforts to regional or long-distance trips
- “Option 2” - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other’s trips, making coordination and trip chaining easier.
- “Option 3” - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency’s discretion, contracting dispatching and scheduling services to other agencies.

Northwest Region

ACCESS has indicated a willingness to serve as a point agency to administer the coordinated scheduling software, although they are currently limited in facility space for additional dispatching elements. Preliminary costing by a technology vendor indicates a first year cost of $51,000, with an annual cost of $17,000. This is to equip 11 vehicles with coordinated dispatching capabilities.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX H – SOUTH CENTRAL CTD MATERIAL

South Central Region Committee Meeting
Meeting Notes from Wichita

Wichita Meeting

August 21, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Rice County COA, Kingman County COA, McPherson Senior Center, Twin Rivers Developmental Supports, Cowley County COA, Futures Unlimited Inc., Harper County DOA, Prairie View, Mid-Cap Inc., City of Anthony, VRide, Starkey Inc., City of Kingman, Sedgwick County DOA, Cowley County Mental Health, Wichita Transit, Harvey County, Creative Community Living were present. Representatives from WAMPO and Butler County DOA were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock and Jon Moore.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model is the implementation of the preferred strategy.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is provided attached following the notes page.

Let's Talk about the Region

General Discussion:

- Other regions currently in use include KDHE, KDOT Regions, CTDs, and Transportation. All these regions must be considered when providing transit service.
- Stakeholders were curious when the MPOs will be involved.
- Coordination between the state and feds should also be considered, "multi-level coordination."

Challenges:

With a large urban area in the center of this region, demand for ridership is drastically different from one county to another. Demand for service is uneven, with some providers experiencing demand that surpasses resources, while other counties have very little demand for service. Areas of low demand or with few transit resources may need assistance from other areas to provide service to those living in smaller communities. Other challenges identified include the frequency of longer trips limiting overall

coverage and management brokers taking potential ridership away from existing providers through Medicaid funded trips.

- Twin Rivers does its best to serve all of Cowley County, but it's difficult.
- Places like Lyons simply have limited demand for transit, so options for transit are small.
- Before KanCare, you could not group trips for medical providers, but now many medical providers book trips on their own. This is costing Futures Unlimited trips.
- 5311 proprietors are losing riders to management brokers. Discussions with KDOT should be made to make sure brokers are not hurting rural providers.
- Longer trips pose issues for service and meeting the needs of riders in a short time frame.
- Futures Unlimited demand for service surpasses the current resources available.
- Demand exists to multiple regions.

Needs:

While the South Central region may have more providers than most other regions, there are holes in span of service for early mornings, late evenings, and weekends. The needs for some of these times are because of dialysis appointments and more frequently seen in the rural areas of the region.

- Some counties may have minimal service, so there are still needs to be accommodations.
- Twin Rivers needs drivers for early morning dialysis trips.
- City of Anthony suspects there is a need for service after 5 p.m. and on weekends, but it is currently not offered by the city. Employment trips are also needed. The city is only 1.5 miles wide.
- Multi-level coordination efforts must also be made with the state and federal governments
- Counties with transit still have gaps in service within the county
- Early morning trips to dialysis appointments and general trips in the evening and on weekends

Existing Coordination:

- Harper County serves the entire county and coordinates with Sumner County on trips into Wichita, but goes no farther than El Dorado.
- Kingman County will pick up people in Sedgwick to go into Wichita. This is done after calling Sedgwick County first to get the okay.
- Sedgwick County DOA also contracts operations.

Opportunities:

Opportunities discussed at the South Central meeting concentrated on possibilities of coordination and stretching available funding. Input on coordination focused on examples of current coordination taking place in the form of contracting and communication between counties for trips crossing county

boundaries. Examples from other states were also used to show how coordination can lead to cost savings, when it comes to forming consortiums for liability insurance.

- One of the coordination issues in Iowa was liability insurance. They formed a consortium for insurance. There is a mixture of insurance types: self-insured (Sedgwick), larger agencies, and individual agencies.
- Formalize existing coordination efforts.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - South Central Regionalization Mtg #1 **DATE** - 8/21/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Sue Elliott PH: 620 257-5152	Rice Co Council on Aging Director	sue.rccoa@riceaging.ksoxmail.com
Judy Albright PH: 620-532-5744	Rengmore County Council on Aging Director	ja@kccoa.ksoxmail.com
Sandra Frank PH: 620-241-1848	McPherson Sr. Center Director	SHcheer@yahoo.com
Betty Webber PH: 620 442-3575	Twin Rivers Develop clerk	bwebber@twinriversdevelopmental.com
Mary Woods PH: 620-221-7020	Cowley County Council on Aging Director	mcwoods1954@att.net
Denee' Rice PH: 620-326-8906	Futures Unlimited, Inc	deneer@futures-unlimited.org
Shirley McCartney PH: 620-842-5104	Harper Co. Dept. on Aging	aging@harpercountyks.gov
Chris Zwecher PH: (316) 284 6400	Prairie View	zwecher@pvi.org

= new contact

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Lucas Moody PH: 620-583-9654	Director of Housing and Community Services	lmoody@mid-cap inc.org
Doug Norris PH:	CFO Futures Unlimited	doug@Futures-Unlimited.org
Tiffany Nulik - Amber Kummer PH: 620 842-5434	City of Anthony	TNulik@anthonykansas.org AKummer@anthonykansas.org
Crissy Ditmore PH: 909 727 1312	vRide	Crissy.ditmore@vride.com
George Harris PH: 316-734-9407	Transportation Manager STARLAY INC.	gharris@starkey.org
Frank Soukup PH: 620-532-3116	City Manager/City of Kingman	soukup@cityofkingman.com
Kandace Bonnesen PH: 316 660-5157	Operations Manager Sedgwick County DoA	Kbonnese@sedgwick.gov
Valerie Hanson PH: 620-442-	Cowley Co. Mental Health CC	vhanson@ccmhcc.com

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Craig Perbeck PH: (316) 660-5158	Dir. Mobility & Mob. City SCDoA	cperbeck@sedgwick.gov
Brent Holper PH: (316) 352-4863	Associate Planner WAMPO	bholper@wichita.gov
Philip Zevenbergen PH: 316 352-4866	WAMPO Intern	pzevenbergen@wichita.gov
Steve Spade PH: 316. 352. 4805	Wichita Transit	sspade@wichita.gov
RICH HANLEY PH: 316 284 6880	HARVEY COUNTY	rhanley@harveycounty.com
Kathy Lange PH: 620-221-1119	Creative Community Living	klange@ccicci.org
Wendi Vittitow PH: 316-275-0500	Dept on Agiens Transportation Coordin.	wvittitow@bucoks.com
PH:		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 21st, 2013
South Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

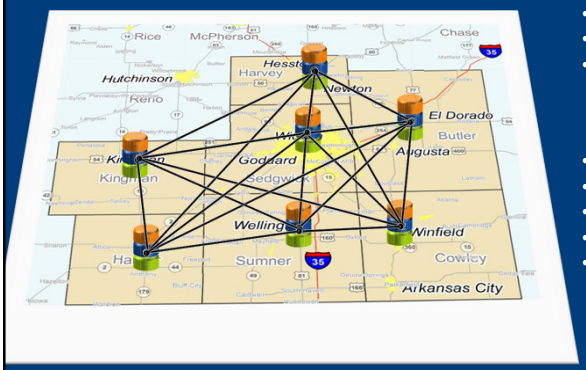
Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service

- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management

- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance

- Vehicles
- Facilities
- Fuel
- Tires

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider | **Service Contracting** | **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:

- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:

- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:

- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:

- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

OLSSON ASSOCIATES | URS | SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

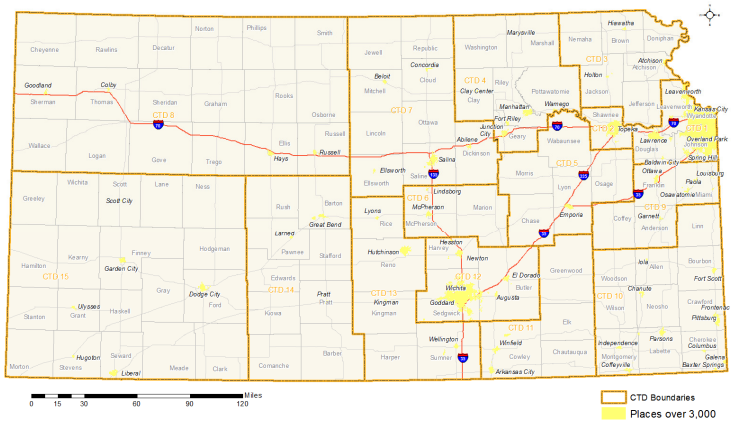
Implementation (6)

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

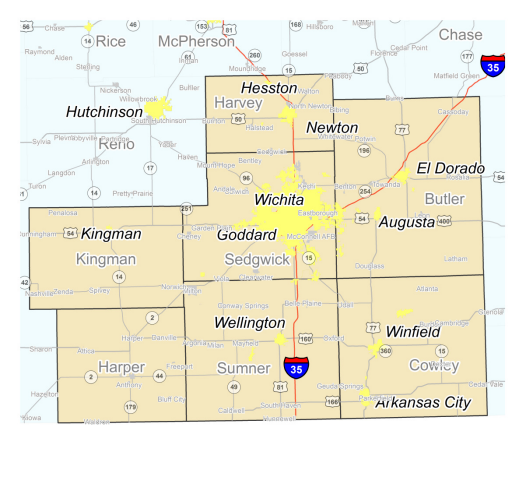


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 21, 2013

OLSSON ASSOCIATES | URS | SRF CONSULTING GROUP, INC.

Provider	# of Vehicles	Description
Cowley County Council on Aging	5	2 13-passenger vans with lifts and 3 passenger vans.
Harvey County Commission	6	1 13-passenger van with lift, 2 20-passenger transit buses with lifts, and 3 passenger vans.
Harper County DOA	3	2 13-passenger vans with lifts and 1 passenger van.
Sedgwick County Dept. on Aging	1	1 13-passenger van with lift.
Twin Rivers Developmental Services	10	3 13-passenger vans with lifts and 1 without, 2 20-passenger transit buses with lifts and 1 without, and 7 passenger vans with lifts and 2 without.
Butler County Dept. on Aging	7	5 13-passenger vans with lifts and 2 passenger vans with ramps.
Kingman County COA	2	1 passenger van with ramp and 1 without.
City of Kingman Transportation Service	2	2 13-passenger vans with lifts.
Futures Unlimited	5	3 20-passenger transit buses with lifts, 1 passenger van with ramp, and one without.
City of Anthony	1	1 passenger van.
Prairie View	9	2 sedans, 2 passenger vans with ramps and 5 without.
Cowley County Mental Health Center	6	3 passenger vans, 1 12-passenger van, 1 13-passenger van with lift, and 1 mid-size car.
Creative Community Living	12	8 13-passenger vans with lifts and 4 passenger van.
The ARC of Sedgwick County	1	1 20-passenger transit bus with lift

STRENGTHS

- Some transit available in all counties
- Support Coordination Effort Concept

CHALLENGES

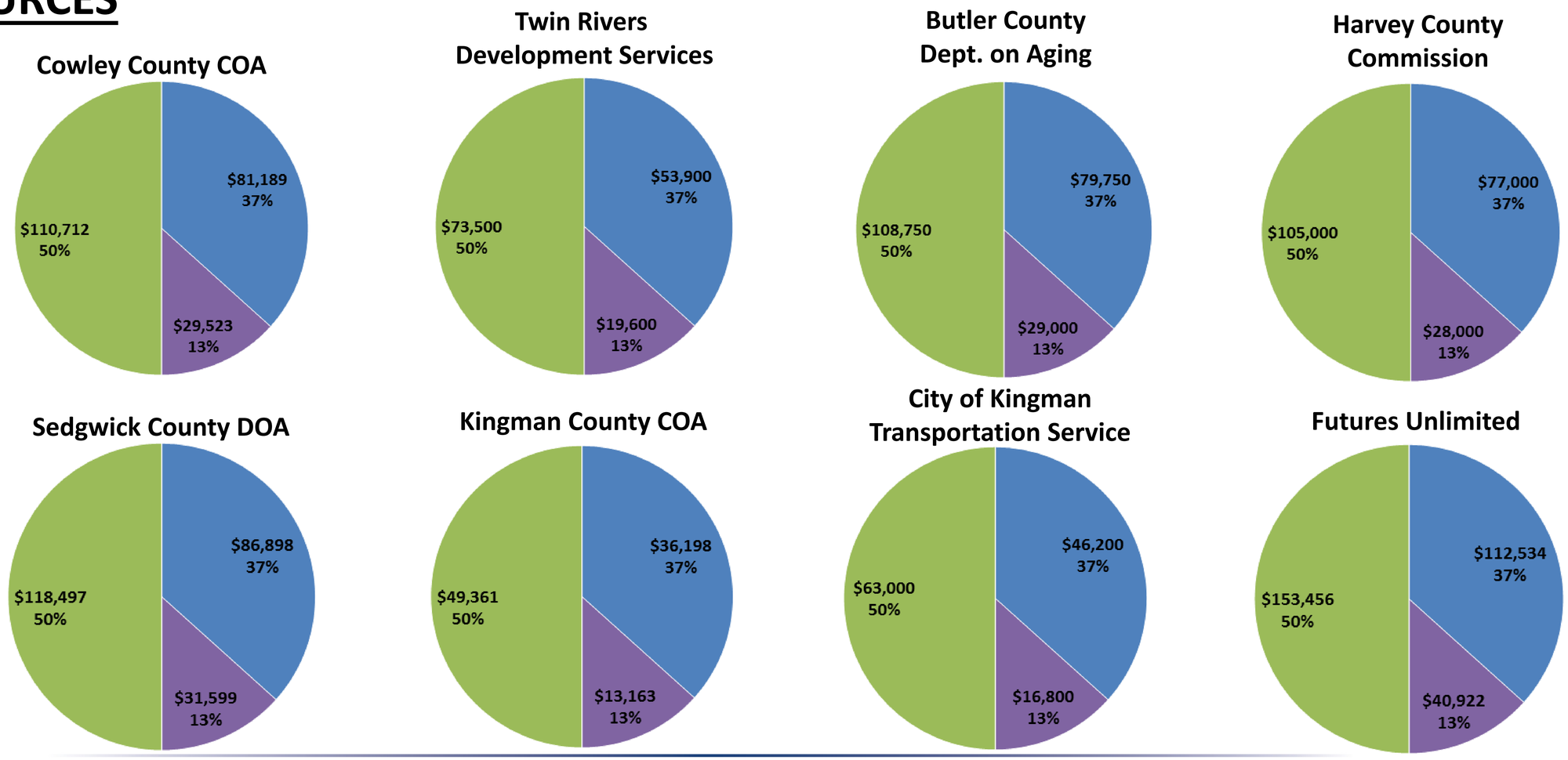
- Numerous providers to coordinate
- Geographic Coverage/Population Density
- Federal Funding Levels

FUNDING SOURCES (FY 14)

5311

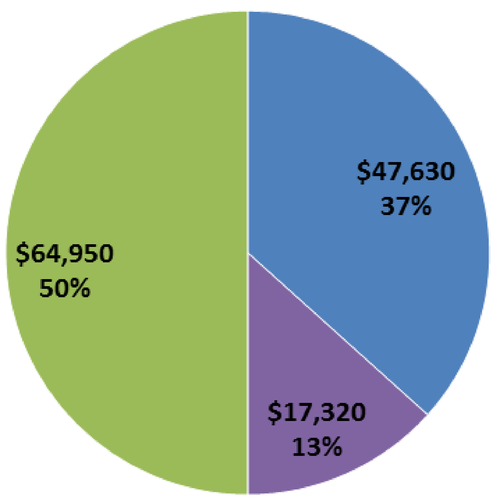
State

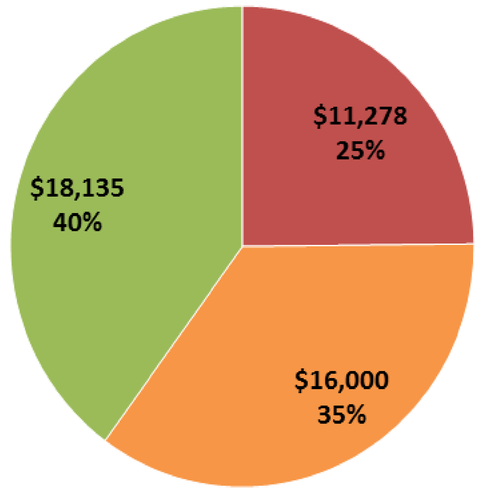
Local Match

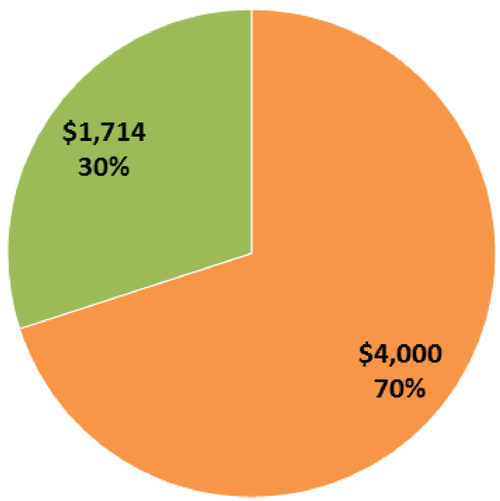


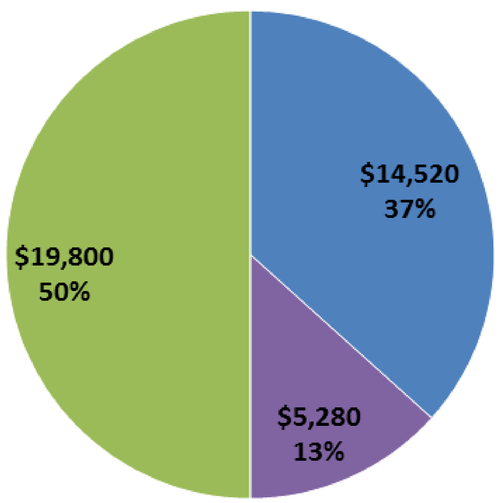
FUNDING SOURCES (FY 14)

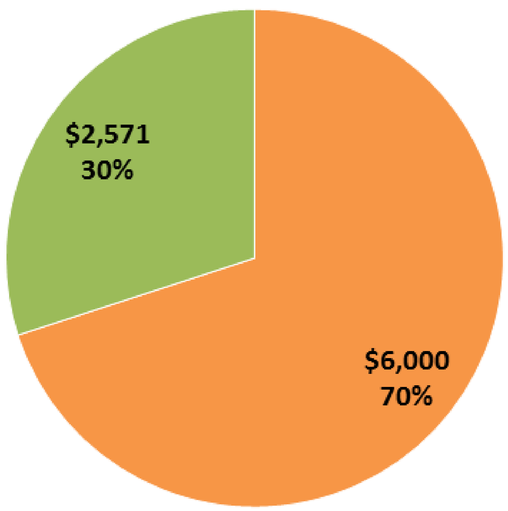
- 5310
- 5311
- 5316
- State
- Local Match

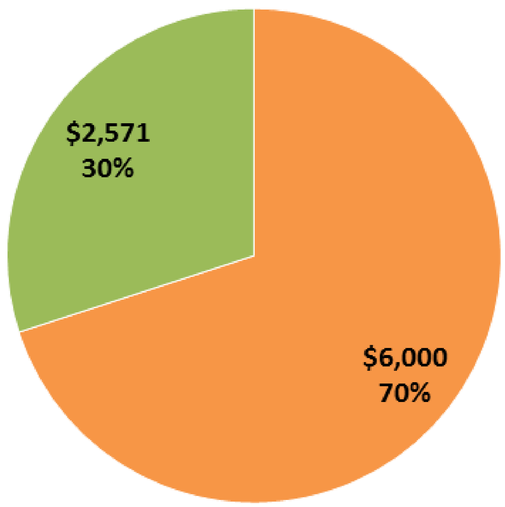




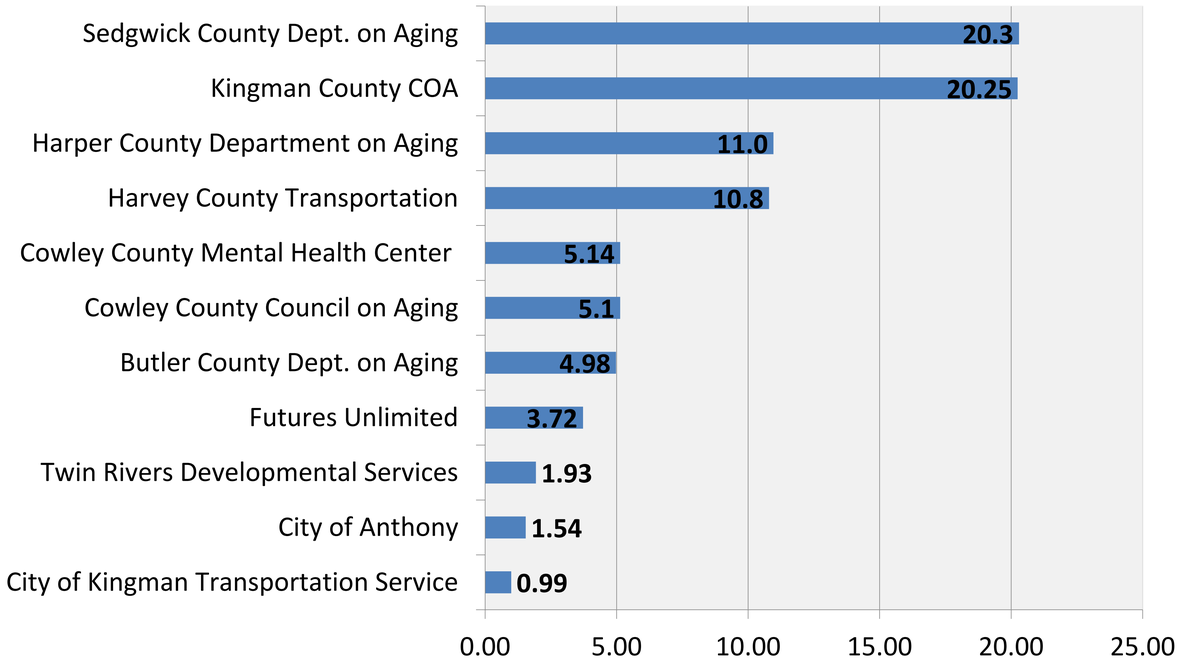








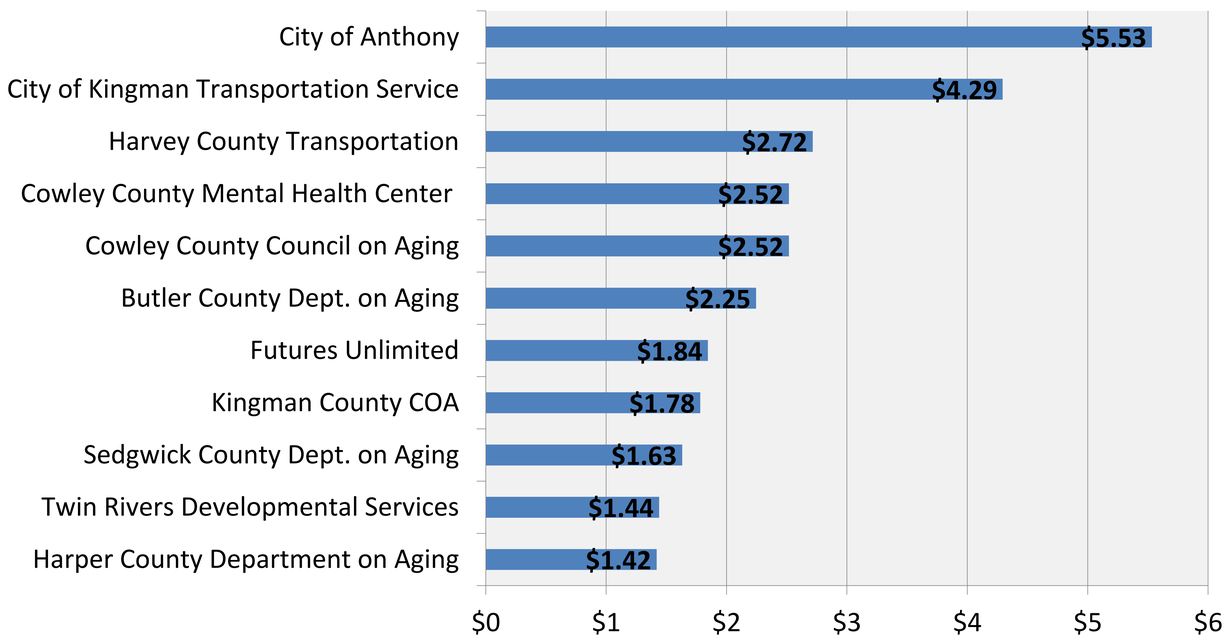
Average Miles per Trip



Span of Service

Provider	Span of Service
Cowley County Council on Aging	Monday through Thursday, 8 - noon, 1 - 5; Friday 8 - noon
Harvey County Transportation	Weekdays 8:00 AM to 5:00 PM
Harper County Department on Aging	Weekdays 8:00 AM to 5:00 PM
Sedgwick County Dept. on Aging	Direct (SCT vehicles) service hours are 8 am – 5 pm, Monday – Friday. Utilizing contracted vendors = 24 hours for ambulatory individuals and through Saturdays until 4 pm for non-ambulatory access.
Kingman County COA	Mon-Fri, 7:30 AM to 4:00 PM but will make adjustments for medical appointments
City of Kingman Transportation Service	School year = Mon-Fri, 7:30 AM to 4:30 PM. Summer = Mon-Fri, 8:00 AM to 4:30 PM.
Futures Unlimited	Mon-Fri, 8:30 AM to 8:30 PM, Sat 9:00 AM - 2:00 PM. County-wide trips start after 9:00 AM and are no later than 3:00 PM return.

Operating Cost per Mile



Staffing

Provider	Staffing
Cowley County Council on Aging	3 FT drivers, 1 PT driver, 1 FT dispatch, 1 PT dispatch, 2 FT admin
Harvey County Transportation	4 Drivers, 1 dispatcher
Harper County Department on Aging	County director, 1 FT driver, 2 PT drivers
Sedgwick County Dept. on Aging	6 paid employees: 2 FT drivers, 1 FT dispatch, 1 PT dispatch, 1 Operations Manager: 1 Director of Mobility
Kingman County COA	One FT driver, 3 PT drivers,1 PT director
City of Kingman Transportation Service	One FT driver, one-relief or PT driver, a dispatcher, and a mechanic.
Futures Unlimited	8 drivers/dispatchers

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

City of Great Bend COA
(18 vehicles) operates weekdays 7:00 AM to 5:00 PM, cab = 5:00 AM to 6:30 PM within the city of Great Bend plus cab = 3-mile radius of city limits;

Harvey County Transportation
(6 vehicles) operates weekdays 8 AM to 5 PM within a 50-mile radius from Newton;
Prairie View (9 vehicles)

Kingman County COA
(2 vehicles) operates weekdays 7:30 AM to 4 PM, but is flexible for medical appts. within Kingman County, Pratt, Hutchinson, Wichita, and Andover;
City of Kingman Transportation Service (2 vehicles) operates weekdays 7:30 AM to 4:30 PM during the school year and weekdays 8:00 AM to 4:30 PM within the Kingman city limits.

Sedgwick County DOA
(1 vehicle) operates weekdays 8 AM to 5 PM and utilizes contracted vendors 24-hours for ambulatory access and through Saturdays until 4 PM for non-ambulatory access within Sedgwick County;
The ARC of Sedgwick County
(1 vehicle)

Futures Unlimited
(5 vehicles) operates weekdays 8:30 AM to 8:30 PM and Sat. 9 AM to 2 PM. County-wide trips start after 9 AM and are no later than 3 PM return servicing travel to Cowley Co. M, W, F; travels to Sedgwick, Harper and Cowley Co.; and as far East as Winfield, North to El Dorado or Newton, South to Arkansas City and West to Harper when time permits.

Harper County DOA
(3 vehicles) operates weekdays 8 AM to 5 PM within the county, Pratt County, Medicine Lodge, Wichita and no farther than El Dorado;
City of Anthony (1 vehicle)

Twin Rivers Developmental Services (10 vehicles)

Sunflower Diversified Services (10 vehicles based in Great Bend) serves Barton, Rice, Rush, Pawnee and Stafford Counties located in the S.W., Central & Fort Hays regions operating weekdays 6 AM to 10 PM and weekends 8 AM to 4 PM in the Great Bend hub.

Pratt County COA
(3 vehicles) operates weekdays (9 a.m. to 5 p.m.) within the county and to Wichita, Hutchinson, Great Bend, Greensburg, and Kingman.

McPherson County COA (4 vehicles
Disability Supports of the Great Plains
(5 vehicles – McPherson)
Buhler Sunshine Home (1 vehicle)

Reno County Public Transportation (4 vehicles);
TECH (7 vehicles);
Disability Supports of the Great Plains
(5 vehicles - Hutchinson)

North Central Region:
City of Holyrood (1 vehicle)
Ellsworth County COA (2 vehicles)
City of Wilson (2 vehicles)
OCCK, Inc. (59 vehicles)
Central Kansas Mental Health Center;
Saline County RSVP/ Kansas Wesleyan University (1 vehicle)

Flint Hills Region:
City of Herington/Hilltop Community Center (1 vehicle)

Chase County
(2 vehicles) operates weekdays 8 AM to 5 PM within the county and on rare occasions outside Chase County.

Greenwood County COA
(5 vehicles) operates weekdays 8 AM to 5 PM within the county and as far as Wichita or Topeka.

Osage County COA
(2 vehicles) operates weekdays 8 AM to 5 PM within the county plus regular trips to Topeka, Emporia, and limited to destinations within a 100-mile radius from Osage City. Six shopping trips a month to Topeka and Emporia.

Lyon County DOA
(6 vehicles) operates fixed route service weekdays 6:45 AM to 6:45 PM and deviated route service weekdays 7:30 AM to 7 PM within the county plus rides to Topeka, Manhattan, and Kansas City by coordinating with Wabuansee Co.

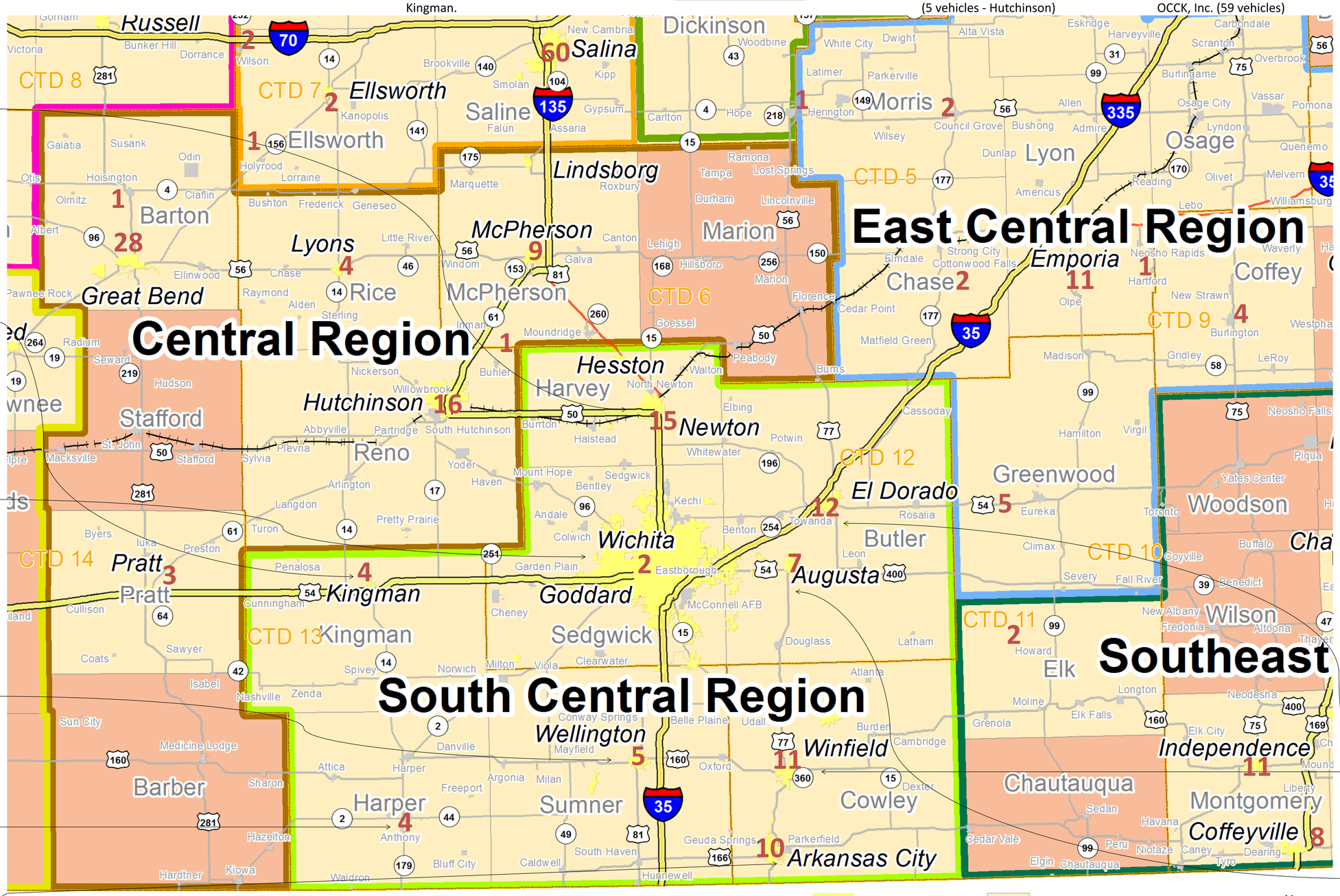
East Central Region:
Morris County Transportation (3 vehicles); Coffey County Transportation (4 vehicles); Quest Service - Hartford (1 vehicle) Mental Health Center of EC KC (9 vehicles); Hetlinger Dvlpmt. Srvs. (1 vehicle); Osage County COA (2 vehicles); Emporia Presbyterian Manor (1 vehicle)

Southeast Region:
Elk County COA (2 vehicles); Senior Services of SE KS, Inc. (8 vehicles); Four County Mental Health (11 vehicles)

Creative Community Living
(12 vehicles) in Eldorado and Winfield.

Butler County Dept. on Aging
(7 vehicles)

Cowley County Council on Aging
(5 vehicles) operates M - TH (8 AM to noon & 1 PM to 5); Friday 8 AM to noon within the county and will go to El Dorado; Wichita Tues.- Thurs. only and Chitaqua County Tues. & Wed. only;
Cowley County Mental Health Center (6 vehicles



Potential Regions, CTDs, and Transit Availability
# of vehicles

Regions as defined in "KDOT Transit Regionalization Technical Memo"
Olsson Associates, March 6th, 2013. Updated May 30th, 2013

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

S - Central: R1

South Central Regional Outreach Meeting #2
Meeting Notes from Wichita

Wichita Meeting

December 5, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from the City of Kingman, Cowley County Council on Aging, Twin Rivers Developmental Supports, Harvey County Department on Aging, CPRF – Timber Lines Transporation, Futures Unlimited Inc., Harper County Department on Aging, Sedgwick County Department on Aging, Butler County Department on Aging, Wichita Transit, and Creative Community Living. Representatives from KDOT and WAMPO were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. He reminded participants there will be a third round of meetings in the spring of 2014 where strategies will be finalized leading towards implementation on January 1, 2015.

Mark Swope began the presentation by reviewing the overall project. He introduced this part of the project as Phase Two. The needs assessment report was previously distributed to stakeholders, as was a needs prioritization survey that asked stakeholders to prioritize needs in their region. Both the needs assessment and the needs priority survey form the basis for the discussion at the meeting, and Phase 2 of the project. The needs identified by the stakeholders as higher priority will be the focus of this meeting. The study group has some initial ideas of what strategies could be used to address the region's needs, but stakeholders will be needed to successfully pinpoint the appropriate strategies for the South Central Region's specific needs. The presentation for the South Central Region is attached following the notes page.

Need to address policy barriers in crossing jurisdictional boundaries

- *Option #1 – Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.*
    - Mary Woods, from Cowley County C.O.A., said they already provide transportation to Chautauqua County. The issue is with both Cowley Commissioners, and the time it takes to serve the adjacent counties.

- Kandace Bonnesen, from Sedgwick County Transportation, says they need a transfer site, but there are still some areas that don't have local service.
- Mark Swope said the study has not talked with Chautauqua, but they may not be aware that they can purchase low cost transit.
- Tom Worker-Braddock said there may also be an option to charge non-participating county residents the full cost of the service.
- Mary/Cowley County C.O.A. said the reason they serve Chautauqua is that KDOT approached them and gave them a vehicle to use for that purpose. That same vehicle is close to needing a replacement.
- This option will be further developed.

Need to address fare structure for shared trips

- *Option #1 – Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.*
- *Option #2 – Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.*
    - The difficulties of option #2 would concern the different costs for each agency included. A mileage based fee structure could be a potential tool making this a more viable option.
- *Option #3 – Develop inter-agency revenue allocation methodologies that would a single fare for multiple provider trips.*
    - Rich Harvey, from Harvey County D.O.A., thinks option #3 is the best thing for consumers.
    - Denee' Rice, from Futures Unlimited, believes option #3 may work in the city, but would be difficult in the rural areas, especially considering the deadhead miles.
    - Many clients live off a fixed income. The final strategy will likely involve a combination of three potential options.

Need to increase awareness and enhance perception of transit service

- *Option #1 – Modify provider naming conventions to clearly convey the agency's mission of providing general public transit service.*
    - Betty Webber, from Twin Rivers Developmental Supports, said the perception is that vehicles could not have an organization's name if it also said general public transportation.
- *Option #2 – Coordinated Marketing – Use joint marketing templates and joint advertising to lower cost of marketing individual providers' transit service.*
- *Option #3 – Joint Branding – One informational number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.*
    - Denee' Rice/Futures Unlimited said they are already incorporating this option in their CTD.

  - Partial funding assistance from this position would come from KDOT, but the responsibilities would work most effectively at the CTD level.
  - Kandace, from Sedgwick County, publishes a mobility guide with the United Way and the State Department of Resources. They also develop a pamphlet for paratransit, focused on the tri-county area.
- *Option #4 – Full Branding Integration – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.*
  - Denee' Rice said it is more difficult to have centralized dispatch now that there are contracted providers for Medicare Transportation
  - Wichita Transit is doing RFPs for six agencies for Wichita.
  - Josh Power mentioned the appeal for a "geographic calling card" where buses share the same color to create unity for marketing a brand. Centralized dispatching is operating now.
  - Steve Spade, from Wichita Transit, said North Carolina had three or four services, and everyone was mandated to market themselves under the "Go Triangle" umbrella brand.
  - Mark Swope reminded the participants this is a progression of options. These are by no means the only strategies. There will also be strategies explored for the moderate needs as well.

Final comments

Mark Swope concluded the meeting by discussing the next steps.

  - More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
  - Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
  - Establishing implementation concepts for moving forward with the recommended actions.
  - And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.
- The next round of meetings will happen in March or April. Communication will continue with specific providers between now and then. Governance and funding discussions will take place following the meetings in March/April.
- A question was asked about why dialysis funds/centers can't help fund transportation of their clients to the dialysis centers.

To: South Central Regional Committee

From: Mark Swope / Olsson Associates

Subject: Range of Transit Coordination Strategies for Region

Date: December 3, 2013

Background

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. We asked people to provide input on the importance of addressing each gap in order to prioritize our work to first developing strategies for those most critical needs/gaps. As funding for transportation services is tight at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working on with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 5, 2013 regional committee meeting in Wichita. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 5, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

Prioritization of the Needs / Gaps / Barriers

The focus of the August committee meeting was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the meeting were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs that encompassed those more specific needs identified at the local levels. This list is identified in Figure 1**.**. This list was circulated to committee representatives

and other agency representatives attending the August meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed dozen needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents.

- Need to address policy barriers in crossing jurisdictional boundaries.
- Need to address fare structure for shared trips.
- Need to increase the awareness of transit service.
- Need to enhance the perception of transit service.

List of Strategies / Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 5, 2013 regional committee meeting is to discuss the broad range of concepts with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a summary of each of the concepts and to touch on current services/ conditions in the focus area. The information provided is intended to provide the critical background for discussion on December 5, 2013.

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 5, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be retained for more detailed review and evaluation.
- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 1: South Central Region - Stakeholder Priorities Chart

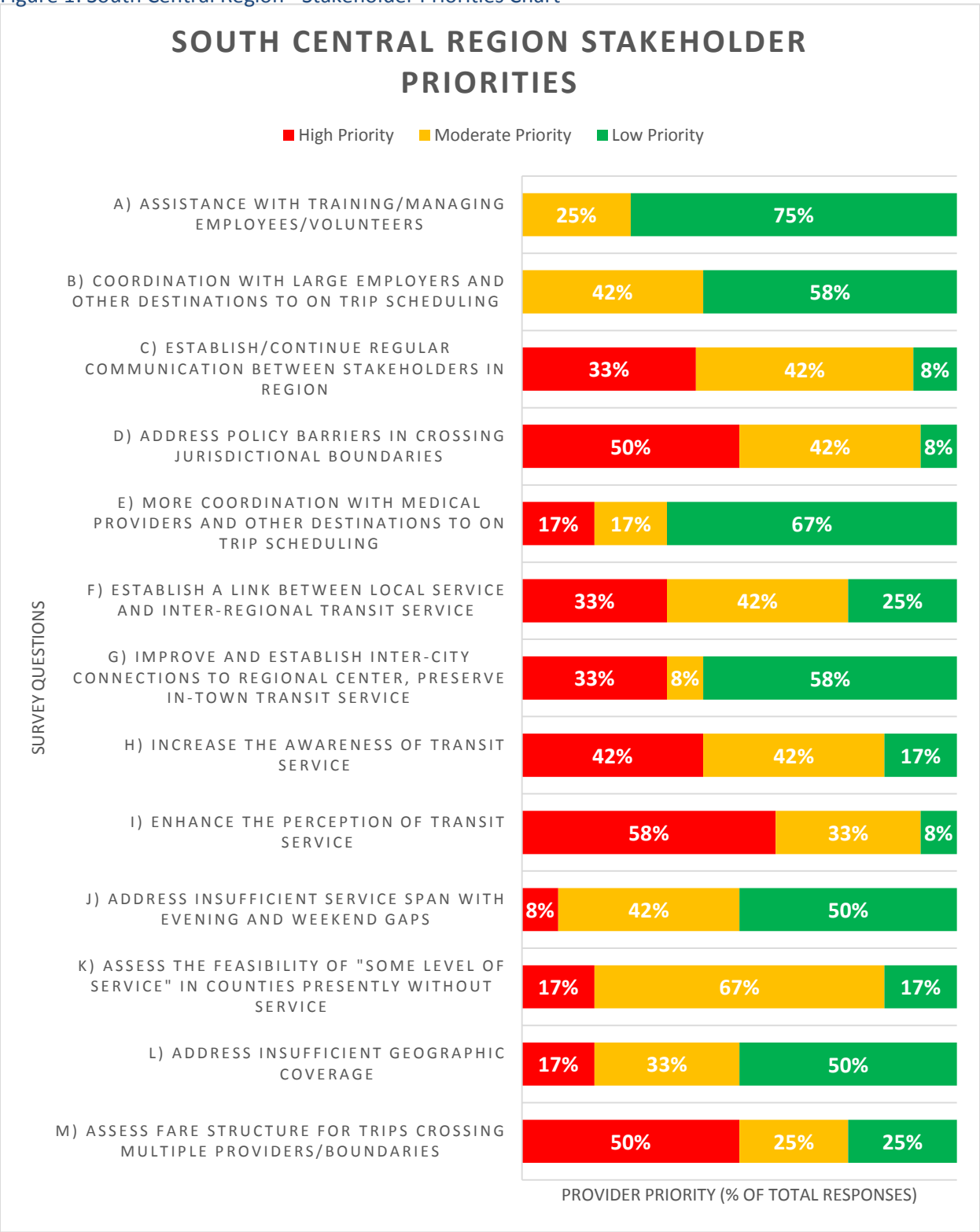


Table 1: South Central Region – Alternate Strategy Summary

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to address policy barriers in crossing jurisdictional boundaries.		
Option 1: Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.	Many legislative bodies limit provider's ability to cross jurisdictional boundaries, fearing subsidizing service to another county's residents. This fear can be partially mitigated if other county is paying for some of the service being received.	Could contract out all or part of service.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to address fare structure for shared trips		
Option 1: Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.	This is how many existing trip transfers are handled between multiple providers. Informal status may prevent additional providers from advertising the connection.	Multiple fares can become cost prohibitive for many transit-dependent clients.
Option 2: Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.	Current "transfer at county line" method may result in different transit providers providing different subsidy amounts to the same rider. Standardized fare would equalize subsidy, and would make trip costs more readily available for clients.	
Option 3: Develop inter-agency revenue allocation methodologies that would a single fare for multiple provider trips.	Current "transfer at county line" method may result in different transit providers providing different subsidy amounts to the same rider. Determining a revenue allocation method would remove a disincentive to chain trips.	

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to increase the awareness and enhance perception of transit service.		
Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.	"Council on Aging", "Developmental Services", names associated with senior services or mental health may confuse potential public transit clients.	
Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual provider's transit service.		Relatively high density of public transit agencies may be an opportunity.
Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.		Would still require a client to make multiple calls to schedule a trip. Clients unlikely to use the informational number more than once, and afterwards, directly call the appropriate transit agencies.
Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.		Would require significant coordination and integration of services. May have the largest impact on users in terms of making long distance trips or using trips of multiple providers.

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 5th, 2013
South Central Region

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

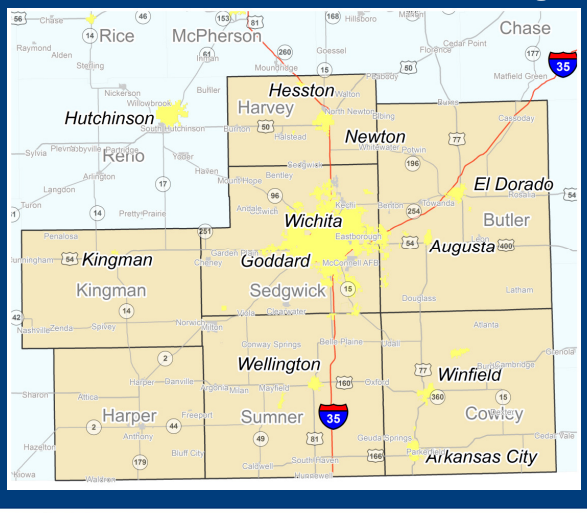
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the following High Priority Needs:
  - Need to address policy barriers in crossing jurisdictional boundaries.
  - Need to address fare structure for shared trips.
  - Need to increase the awareness of transit service.
  - Need to enhance the perception of transit service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The South Central Region



South Central Identified High Priority Needs

- Need to address policy barriers in crossing jurisdictional boundaries.
- Need to address fare structure for shared trips.
- Need to increase the awareness of transit service.
- Need to enhance the perception of transit service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address policy barriers in crossing jurisdictional boundaries.
  - Option 1: Develop template MOU's that would allow providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address fare structure for shared trips.
  - Option 1: Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.
  - Option 2: Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.
  - Option 3: Develop inter-agency revenue allocation methodologies that would a single fare for multiple provider trips.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to increase awareness and enhance perception of transit service.
  - Option 1: Modify provider naming conventions to clearly convey the agency's mission of providing ***general public*** transit service.
  - Option 2: **Coordinated Marketing** – Use joint marketing templates and joint advertising to lower cost of marketing individual providers transit service.
  - Option 3: **Joint Branding** – One *informational* number in region for transit, but clients still reserve/schedule by calling individual providers. Operations largely uncoordinated.
  - Option 4: **Full Branding Integration** – One regional "umbrella" brand, centralized dispatch, coordinated fare structure, inter-jurisdictional policies. One regional number for scheduling.

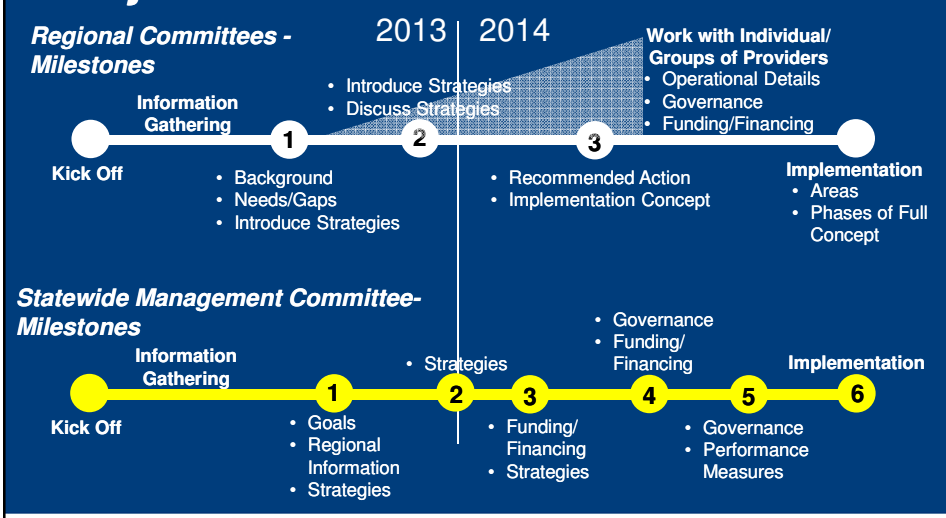
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - –Operational Details
  - – Governance
  - –Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

South Central Identified Moderate Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to establish a link between local service and inter-regional transit service.
- Need to improve and establish inter-city connections to regional centers while preserving in-town transit services. Including designating inter-regional corridors for service.
- Need to assess the feasibility of "some level of service" in counties presently without service.

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - South Central

DATE - 12/5/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Frank Soukup PH: 620-532-3111	City Manager City of Kingman	soukup@cityofkingman.com
Mary Woods PH: 620-321-7020	Director Cowley County Council on Aging	mewoods1954@att.net
Betty Webber PH: 620 442-3575	Clerk Twin Rivers Developmental Supports	bwebber@twinriversdevelopmental.com
RICH HANLEY PH: 316 284 6880	DIRECTOR, HARVEY COUNTY DEPARTMENT ON AGING	rhanley@harveycounty.com
Susan Robinson PH: 316-652-1578	Director CPRF-Timber Lines Trans.	susanr@cprf.org
Zach Edwardson PH:	WAMPO	zEdwardson@wichita.gov
Denee' Rice PH: 620-326-8906	Transportation Coordinator Futures Unlimited, Inc	deneer@futures-unlimited.org
Shirley McCartney PH 620-842-5104	County Director Harper Co Dept. on Aging	aging@harpercountyks.gov

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Kandace Bonnesen PH: (316) 660-5157	Operations Manager Sedgwick County Dept on Aging	Kbonnese@sedgwick.gov
Craig Perbeck PH: (316) 660-5158	Director of Mill Levy & Mobility Dept on Aging - SG Co.	cperbeck@sedgwick.gov
Don Engels PH: 316 641-9662	Butler County	dengels@bucoks.com
STEVE SPADE PH: 316 · 352-4805	Wichita Transit	spade@wichita.gov
Scott Lein PH:	KDOT	
GLORIA Jeff PH: 316	WAMPO	gjeff@wichita.gov
Kathy Lange PH: 620-262-1285	Creative Community Living	klange@ccl.org
PH		

OLSSON ASSOCIATES | URS | SRH

South Central Regional Working Session Meeting Notes from Wichita

Wichita Meeting

April 3rd, 2014

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Harvey County, McPherson Senior Center, Kingman County, Butler County, Futures Unlimited Inc., Twin Rivers Developmental Supports, Inc., SCDOA, KETCH, and Creative Community Living were present. WAMPO and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, Scott Lein and Connie Spencer were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Power introduced the meeting and thanked participants for attending. By January 1st, the region will have collectively reached consensus, and will start implementing the strategies which may be a multi-year process. He clarified that participating in the implementation of this effort isn't a mandate, and current levels of funding won't be taken away. However, the new additional funding provided will go towards regionalization. The goal of coordination should be to increase the transit experience for customers, while also helping transit providers.

Mark Swope discussed the focus of today's meeting, including to discuss coordinated dispatch, transit service costing, and the mobility manager.

Mark Swope discussed the four strategy categories. The four areas of the project include governance, communication, service/operations and administration/mobility management. Governance and funding will be addressed this summer, and will be the main point of discussion at the next meeting in the fall. Communication will also be more addressed in the fall. Today's meeting will focus on service operations. Mark then brought up top priority needs identified by the stakeholders in the South Central Region including:

- Addressing policy barriers in crossing jurisdictional boundaries.
- Addressing fare structure for shared trips.
- Increase the awareness and perception of transit service.

Coordinated Service

The strategies involving coordinated dispatching were discussed, including:

- Option #1 Centralized scheduling of regional/long distance trips

- Option #2 Centralized scheduling of all trips
- Option #3 Centralized scheduling of all trips (central call number)

Centralized scheduling is a combination of software and hardware that would allow transit agencies to see the real-time location of their vehicles and other provider's vehicles, as well as allowing providers to see each other's schedules, and digitally assign trips to drivers on the fly.

Option #1 allows some agency's to do it the "old fashion" way, but could also be implemented fairly quickly.

Option #2 would allow one provider to see all of the trips made in the region by the other providers.

There was discussion about how many calls a coordinated scheduling system would allow; how the system would interact with transit agencies using part-time drivers. There was also discussion about how last minute changes to the schedule, or how a voicemail left at 2 am would be handled. It was clarified that, for agencies using coordinated scheduling software and hardware, sudden schedule modifications would be very easy.

Centralized scheduling could make long trips more efficient. There was a discussion about which agency would best house the software. Sedgwick County currently does dispatching for rural transit. Wichita Transit has heard recommendations from internal review to take on more Wichita-level, regional-level, dispatching. There was a question about emergency backups, and data backups, if the building housing the software, was damaged. Data is stored on the Cloud with many current software, and is automatically backed up. Efforts for implementing regional coordinated scheduling would have to be integrated with the individual providers that are already, independently, implementing coordinated scheduling for their own system. Wichita Transit is already having these discussions locally, and are ready to move forward in August. Wichita Transit currently uses Strategen for coordinated scheduling, but is open to change. Sedgwick County currently uses EnGraph ParaPlan (major upgrade in 2012). Butler County will begin using Trapeze software on Monday. Butler County is paying $4,800/year.

Additional questions included if KDOT will give more funding to a county, if the county transit system and the city transit system combine, and if urban providers can pick up rural passengers (and vice versa). There may be regulatory hurdles of 5311 providers picking up urban passengers, and 5309 providers picking up rural passengers.

CTD's are being replaced by the new regions discussed here, but there's still details that have to be worked out with administration, and the local agreements.

Agencies interesting in discussing coordinated scheduling further include Sedgwick County (currently using EnGraph ParaPlan), Wichita Transit, Futures Unlimited, Cowley County COA, Harper County, Harvey County, and Barber County.

Regional Routes

There was general discussion about possible regional routes, and current trips being made into Wichita. Harper picks up in Sumner County. Medical trips are important to serve for Sumner County. Wichita Transit is looking at serving Derby, Andover, Maze, with peak-hour service. Wichita Transit could sub-contract that work to a county provider. If Wichita transit operated midday service, then non-profits could feed passengers into the urban area.

Transit Cost Allocation

A transit cost allocation model was presented by Tom Worker-Braddock. A cost allocation model would allow a transit agency to identify the complete costs associated with expanding service, or beginning service in a new area. This model will be emailed to providers in the following weeks.

Mobility Manager

Mark Swope discussed the role of a mobility manager. The responsibilities of the mobility manager would including coordinating trip provisions, promote access to transportation services, develop a one-call concept, develop travel training for customers and for providers, analyzing routes and services, facilitate the coordination of longer distance or interregional trips, develop regional-level marketing activities, and facilitate regular meetings between and among providers and stakeholders. Two potential models could be used for a mobility manager. A mobility manager could be hired by an agency, but with regional funding and regional responsibilities (as opposed to being responsible to a single agency). Alternatively, a mobility manager could be hired by a separate entity. Some regions already have “local” mobility managers. A mobility manager could serve as an “information czar” for transportation services. A lot of policy questions and administrative questions will be addressed in the next phase. The hiring of a mobility manager could be a function of a regional governance board contracting with an agency to house them.

Mark Swope reviewed the funding and administration of a mobility manager. 5311 funding may provide up to an 80% match, with the local match shared by multiple organizations. There was discussion about ways a mobility manager could technically be an employee of an agency through a contract, while having responsibility to the broader region.

Regional Governing Board

A way to address all four of the established needs is to create either a Regional Governing Board or a Transit Advisory Panel. Responsibilities for the board would include things like the distribution of 5311 money, design and implementation of regional services and overseeing of the mobility manager position. Some providers though a transit board was a good idea. The board would need to be consistent over a time period. A board chair that changes every year would make a mobility manager’s job more difficult. Steve Spade from Wichita Transit described how a regional governing board was structured in Des Moines. In Des Moines, each of the eight counties in the region send one county commission to the board. A regional governing board could be answerable to the state.

Transit Advisory Panel

Establishing a transit advisory panel would include an increased effort to engage a broader group of stakeholders, including 5310 providers. This panel, compared to a regional governing board, would have a broader representation of organizations including transportation providers, medical providers, major employers and major educational facilities. This panel wouldn't necessarily make funding decisions. Wichita transit already has an MPO transit advisory panel.

Wichita transit also mentioned that they could house the mobility manager.

Medical Coordination

There was discussion about coordinating with medical providers.

Other

Mark Swope presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions. He also provided an illustration of a bus with a logo placement above the cab.

Mark asked if there were any other thoughts or strategies that should be addressed as the transit business model progresses, but there were no other issues provided. Mark summarized the meeting, and that more details on coordinated dispatch, mobility manager, and the governing board will be developed over the coming months.

Josh powers concluded the meeting. The thoughts and discussion here, will be taken back, and incorporated into continual development of the strategies. The goal for the next meeting in the fall, is for each transit provider to understand what regional transit means for this region, and have seen ideas for how regional transit will be funded. Then it will be up to local providers to have discussions with elected officials on the level of participation in regional transit.

Regional Committee Meetings #3 – S. Central Region Agenda / Outline

April 2014

Introductions and Reintroductions	**-**	**10:00 – 10:10**
Overview	**-**	**10:10 – 10:30**
Centralized Scheduling Discussion	**-**	**10:30 – 12:00**
Lunch	**-**	**12:00 – 12:30**
Cost Allocation Discussion	**-**	**12:30 - 1:00**
Mobility Management Discussion	**-**	**1:00 - 1:45**
Wrap-up	**-**	**1:45 - 2:00**

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

South Central Region Working Session #3

April 3, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

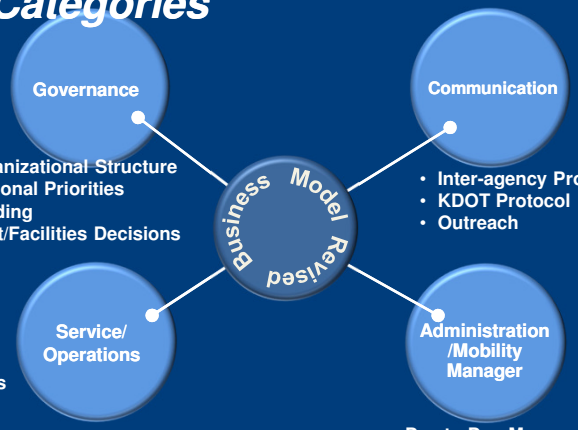
Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Coordinated Dispatch
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Address policy barriers in crossing jurisdictional boundaries.
  - Address fare structure for shared trips.
  - Increase the awareness of transit service.
  - Enhance the perception of transit service.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Dispatch

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

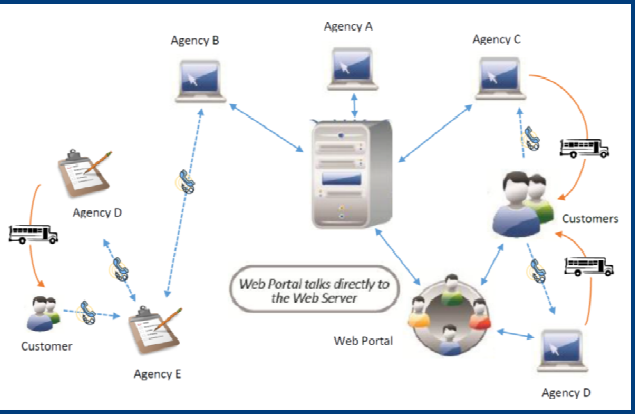
Option 2 – Centralized Scheduling of All Trips

Option 3 – Centralized Scheduling of All Trips (Central Call Number)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

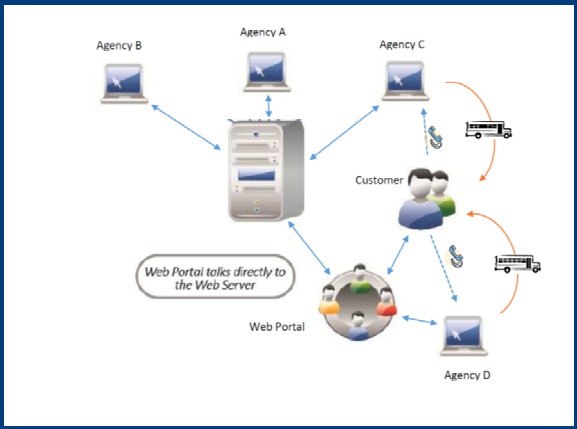
Option 1 – Centralized Scheduling of Regional/Long Distance Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

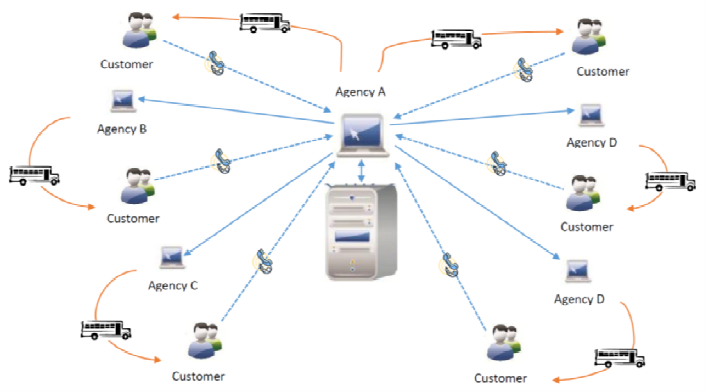
Option 2 – Centralized Scheduling of All Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

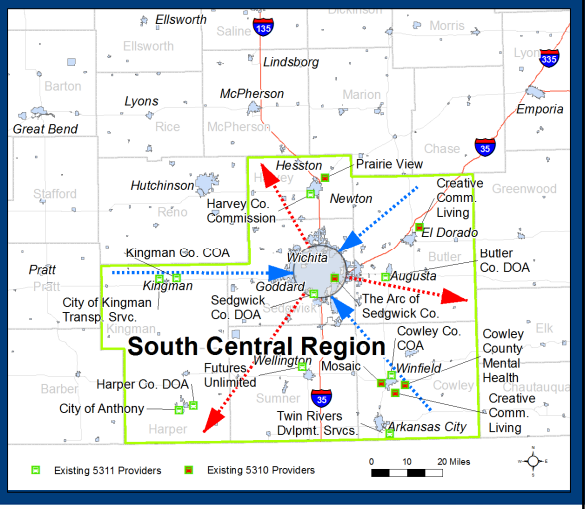
Option 3 – Centralized Scheduling of All Trips (Central Call Number)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

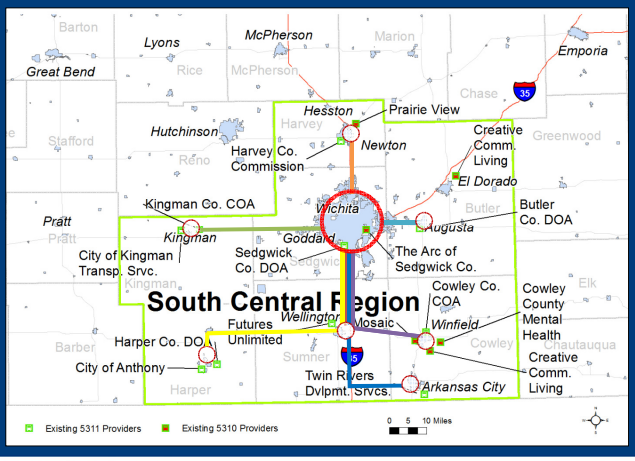
- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$		$	

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$Allocated\ Hours\ Cost = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual) vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Total Fixed Cost

Variable Mile Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Mobility Manager Position Duties

- Customer Level
  - Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
- Organizational Level
  - Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Manager Responsibilities

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Transit Advisory Panel

- What is the main purpose for the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- Under what organization would panel be governed under?

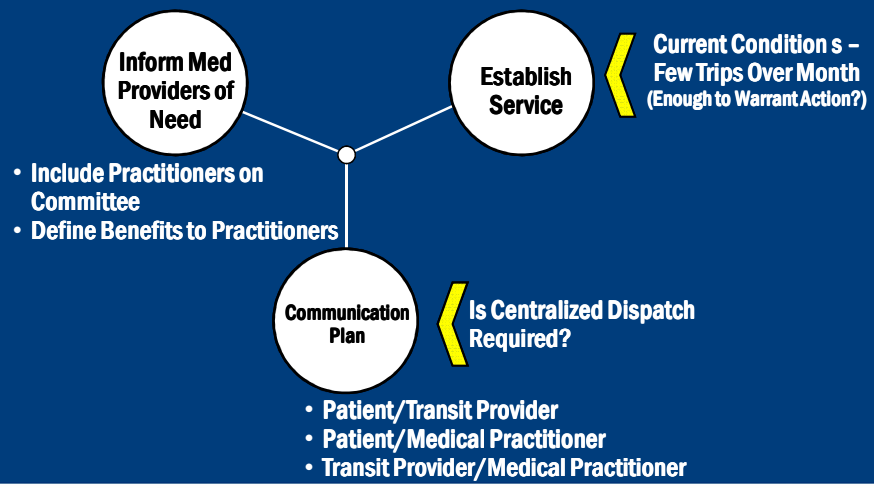
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Coordinated Dispatch
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Northwest

Proud Partner of Kansas Rides South Central

Proud Partner of Kansas Rides Urban

Proud Partner of Kansas Rides Central

Proud Partner of Kansas Rides Flint Hills

Proud Partner of Kansas Rides Northeast

Proud Partner of Kansas Rides Southwest

Proud Partner of Kansas Rides Southeast

Proud Partner of Kansas Rides North Central

Proud Partner of Kansas Rides East Central

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Southwest

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - South Central Regional Meeting #3

DATE - 4/3/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Connie Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Rick Hanley PH: 316 284 6880	Harvey County	rhanley@harveycounty.com
Karen Kaufman PH: 316-284-6802	Harvey County	kkaufman@harveycounty.com
Sondra Frank PH: 620-241-1848	McPherson Sr Center McPherson	sfcheer@yahoo.com
Judy Albright PH: 620 532 3744	Kingman County Director	ja@kccoa.kscoxmail.com
Joe Palacios PH: 620.474.6912	Kingman, City of- Interim City Mgr	joe_palacios@hotmail.com
Crystal Noles PH: 316 775 0500	Director Butler County Dept on Aging	cnoles@bucoks.com
Denee' Rice PH 620-326-8906	Futures Unlimited Inc. Trans Coordinator	deneer@futures-unlimited.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Shirley McCartney PH: 620-~~[illegible]~~ 842-5104	Harper Co. Dept. on Aging Co. Director	aging@harpercountyks.gov
Tiffany Cook PH: 316-425-2154	Transportation Sup. Envision	tiffany.cook@envisionus.com
Chris Zuercher PH: 316 284 6400	Prairie View, Inc. Transportation	zuercher@pvi.org
Mary Woods PH: 620-221-7020	Cowley Co Council on Aging	mcwoods1954@att.net
Betty Webber PH: 620 442-3579	Twin Rivers Developmental Supports, Inc	bwebber@twinrivers-developmental.com
Craig Perbeck PH: 316 660 5158	SCDOA	cperbeck@sedgwick.gov
Kandece Bonnesen PH: 316 660-5157	Sedgwick County DoA - Transp.	kbonnese@sedgwick.gov
Melyn Bounous PH 316 383 8700	KETCH VP of Operation	mbounous@ketch.org

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Kimberly Tennant PH: 383-8700	Transportation Coordinator KETCH	Ktennant@ketch.org
Zach Edwardson PH:	Wampo	
Kathy Lange PH: 620-221-1119	Creative Community Living	Klange@cclccl.org
PH:		
PH:		
PH:		
PH:		
PH		

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding the provision of service outside their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect costs, and how to allocate that cost to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to ensure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case a new Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

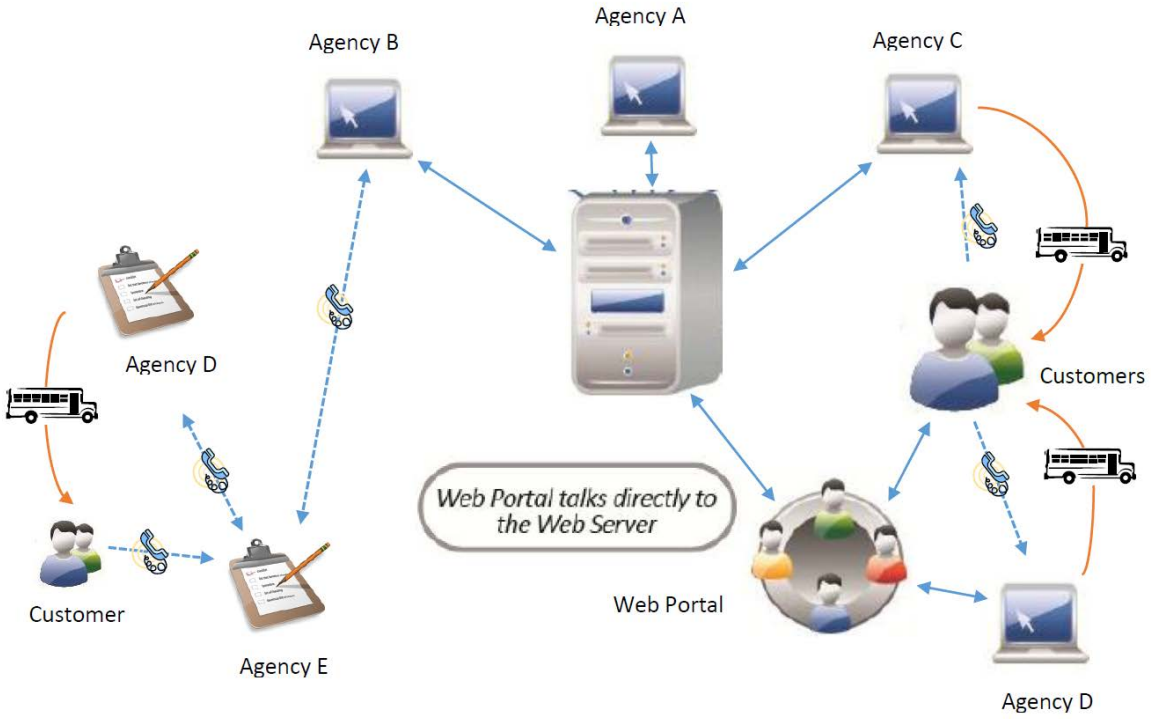
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

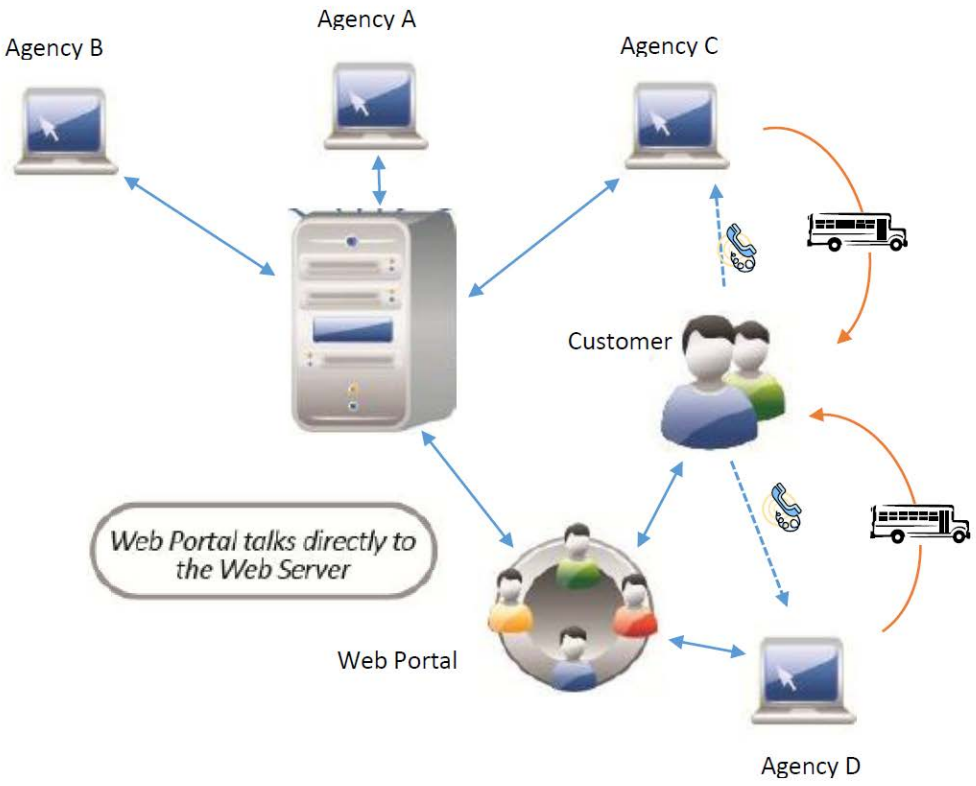
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

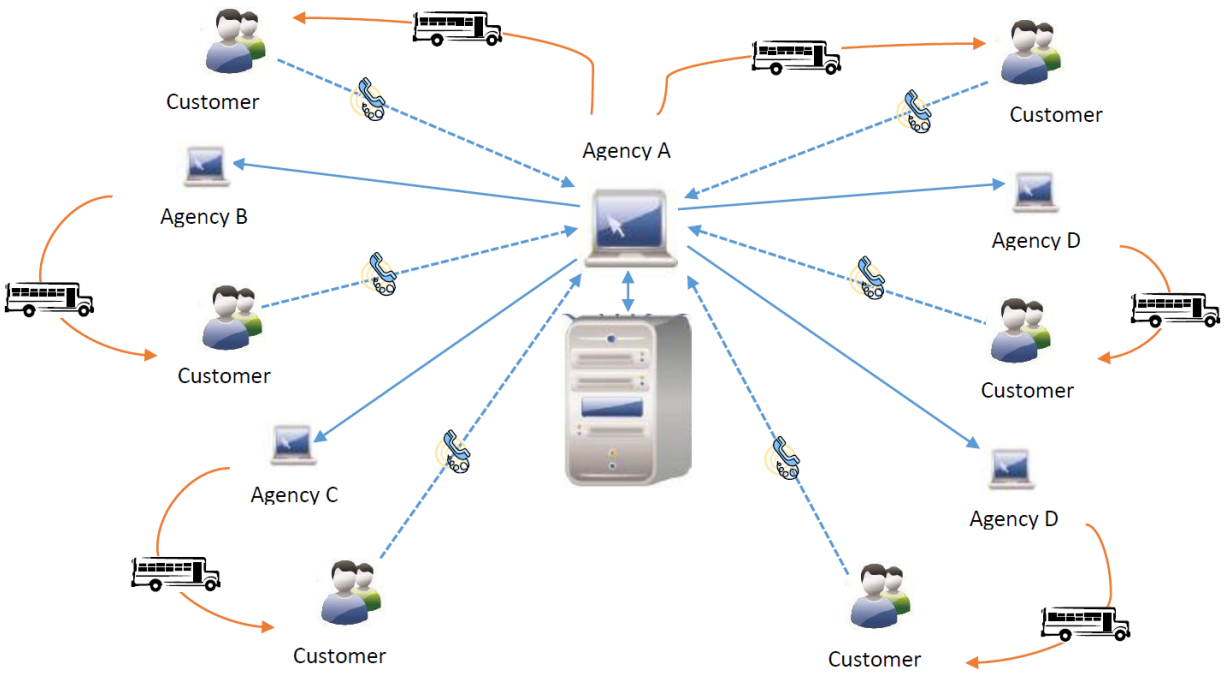
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model – Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Central Region for example, there still remains three counties without either a 5311 or 5310 provider including Marion, Stafford and Barber Counties, so individuals from those counties should also be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

South Central Regional Committee Meeting
Meeting Notes from Wichita

Wichita Meeting

September 11th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from Futures Unlimited, Harper County Department on Aging, Twin Rivers Developmental Supports, Butler County Department on Aging, Cowley County Council on Aging, Heartspring, Harvey County Department on Aging, McPherson Senior Center, Kingman County Council on Aging, Wichita Transit, Sedgwick County Department on Aging, and the City of Kingman were present. Representatives from WAMPO and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers, Cory Davis, Scott Lein and were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore.

Introduction

Mark Swope began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of

Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include mobility management and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
There is currently no new regional transit service proposed for the region. While there is potential for one in the future, the study team felt other regional strategies were more important for the region at this time.

Mobility Management
Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Wichita, at Wichita Transit's facility. The position may

be under the payroll of Wichita Transit, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions.

Questions/Comments

- When stakeholders asked about the permanence of the Mobility Manager, Mark Swope responded saying the position would be a permanent part of the region. The costing for the position included not only the salary, but also the marketing, travel and any other related expenses. The estimates could be even lower than the stated amount. If a county were to opt out of funding the mobility manager, this would not cause the provider to lose any of the current 5311 funding they receive.

- Some stakeholders were still unsure of the value the Mobility Manager would bring to the region and what they would be working on that isn't already being done. Mark Swope informed the group that the study team was not asked to create a cost-benefit analysis of the position, but is confident the region could experience cost savings. These savings could be in the form of shared insurance, vehicle maintenance or vehicle purchasing. Implementing these cost saving strategies would be among the many possible duties the Mobility Manager could be responsible for accomplishing.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Wichita. Wichita Transit has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Questions/Comments

- Cory Davis emphasized the benefits of such a system that would theoretically be used to work with the TRACK data so providers could compare trip data across the state.

- Steve Spade, from Wichita Transit, added that in his experience while working in Iowa, similar systems aided providers in both scheduling trips and with communications for example.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- Mark Swope reiterated the members of the coordination board are based on who the funder of each 5311 provider is. In the event identified funder(s) are unable to attend said meetings, they would have the ability to identify someone to represent their interests. Considering her experience with similar groups at WAMPO, Kristen Zimmerman thought it would be very important to have an active and present chair for the board.

Next Steps/Conclusion

The next steps in the process will include refining strategies. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon.

However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Questions/Comments

- Steve Spade reminded the group of Wichita's sales tax measure in November potentially allocating additional funds for transit, thus, allowing for extensions of service outside Wichita. If Wichita Transit does implement new services, they could be a critical element in a regional transit service strategy. Steve understands what he is proposing is less of a regional effort, so he doesn't want over step anyone else's plans.

- Josh Powers was encouraged by Steve's willingness to help with the regional efforts and let everyone know the package of ideas presented today will be discussed further even after Olsson Associates is finished with the project in December.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – South Central Mtg 4

DATE – 9-11-14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Denee' Rice PH: 620-326-8906 X228	Transportation Coordinator Futures Unlimited, Inc.	deneer@futures-unlimited.org
Shirley McCartney PH: 620-842-5104	County Director Harper Co. Dept. on Aging	aging@harpercountyks.gov
Betty Webber PH: 620 442-3575	Twin Rivers Developmental Supports	bwebber@twinrivers developmental.com
Crystal Noles PH: 316-775-0500	Butler County Dept on Aging	Cnoles@bucoks.com
Linda Chase PH: 620-221-7020	Cowley County Council of Aging	cccadirector@gmail.com
Paul Faber PH:	Heartspring	pfaber@heartspring.org
PH:		
PH		

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – South Central Mtg 4 **DATE –** 9/11/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Rich Hanley PH: 316 284 6880	DIRECTOR. HARVEY CO. DEPT. ON AGING	rhanley@harveycounty.com
Karen Kaufman PH: 316-284-6802	Transportation Coordinator	kkaufman@harveycounty.com
Sondra Frank PH: 620-241-1848	McPherson Senior Center	SFscheer@yahoo.com
Judy Albright PH: 620-532-5744	Kingman County Council on Aging	ja@KCCOA.KSCOXmail.com
Kristen Zimmerman PH: 316-352-4862	Planning Manager WAMPO	kzimmerman@wichita.gov
Doug Norris PH: 620-326-8906	CFO - Futures Unlimited	dougn@Futures-Unlimited.org
Philip Zevenbergen PH: 316 352-4816	Assoc. Planner Wichita Transit	pzevenbergen@wichita.gov
Steve Spade PH	Wichita Transit	sspade@wichita.gov

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Kandace Bonnesen PH: 316 660-5157	Operations Manager Sedgwick County Dept. on Aging Transportation	Kandace.Bonnesen@sedgwick.gov
Craig Perbeck PH: (316) 660-5158	Director of Mobility Sedgwick County Dept. on Aging	Craig.Perbeck@sedgwick.gov
Emily Graf PH: 620 672 8124	City Manager City of Hugoton	graf@cityofhugoton.com
GLORIA J. JEFF PH: 316 352 4854	Principal Planner WAMPO	gjeff@wichita.gov
Jon Moore PH:	OA	
Mark Swope PH:	OA	
Cory Davis PH:	KDOT	
Josh Powers PH	KDOT	

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

South Central Regional Committee Meeting #4

September 11, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

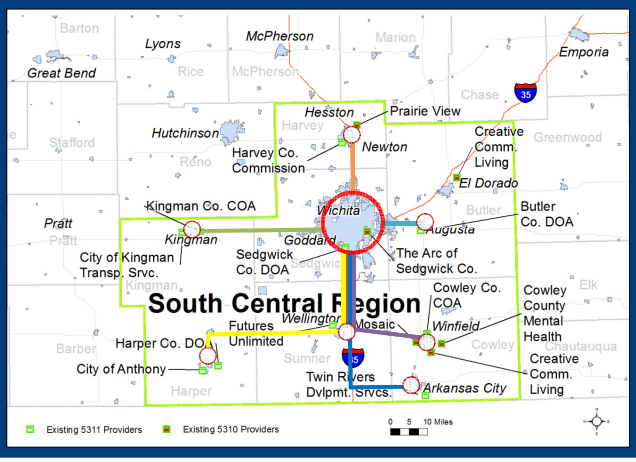
Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

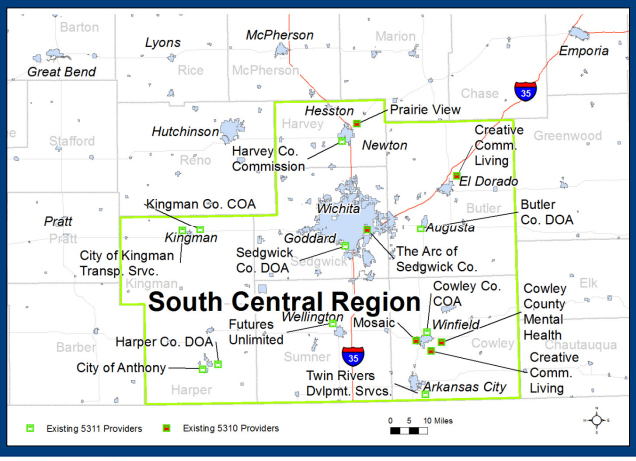
Regional Intercity Service

Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service – future?



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

South Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Year 1 Local Match	Year 2+ Local Match
Butler	65,647	YES	$0	$3,068
Cowley	36,259	YES	$0	$1,887
Harper	5,998	YES	$0	$670
Harvey	34,572	YES	$0	$1,819
Kingman	7,876	YES	$0	$745
Sedgwick	497,062	YES	$0	$20,417
Sumner	24,000	YES	$0	$1,394

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

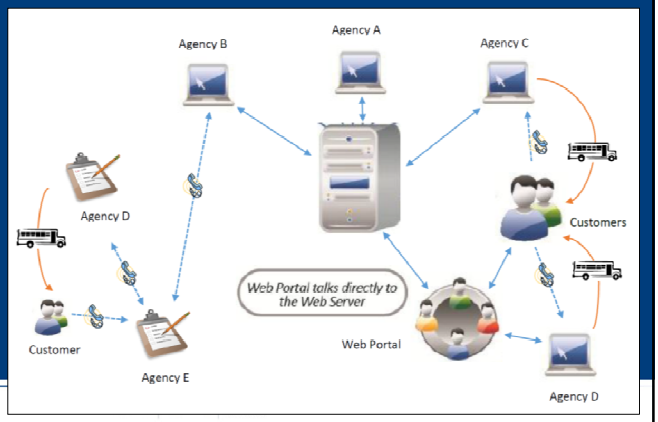
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

South Central Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Year 1 Local Match	Year 2+ Local Match
Butler	65,647	YES	$489	$489
Cowley	36,259	YES	$270	$270
Harper	5,998	YES	$45	$45
Harvey	34,572	YES	$257	$257
Kingman	7,876	YES	$59	$59
Sedgwick	497,062	YES	$3,702	$3,702
Sumner	24,000	YES	$179	$179

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

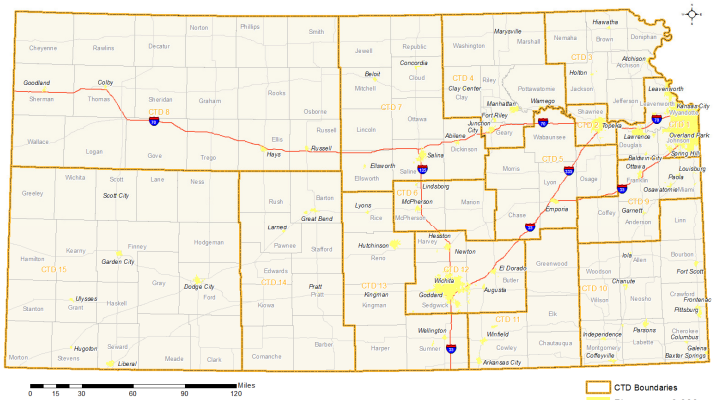
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

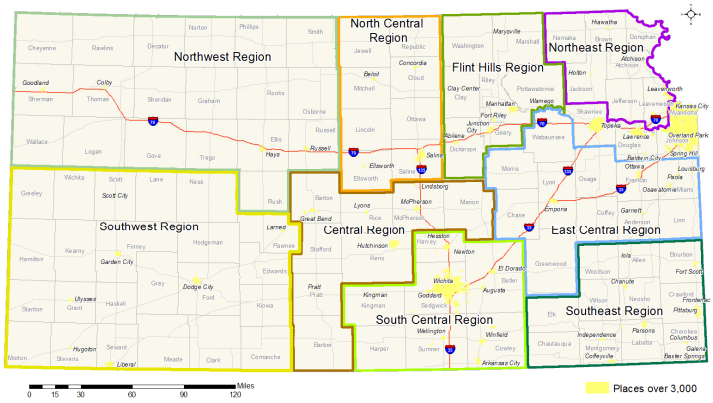
What Happens to the CTDs?



Kansas Statewide CTDs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

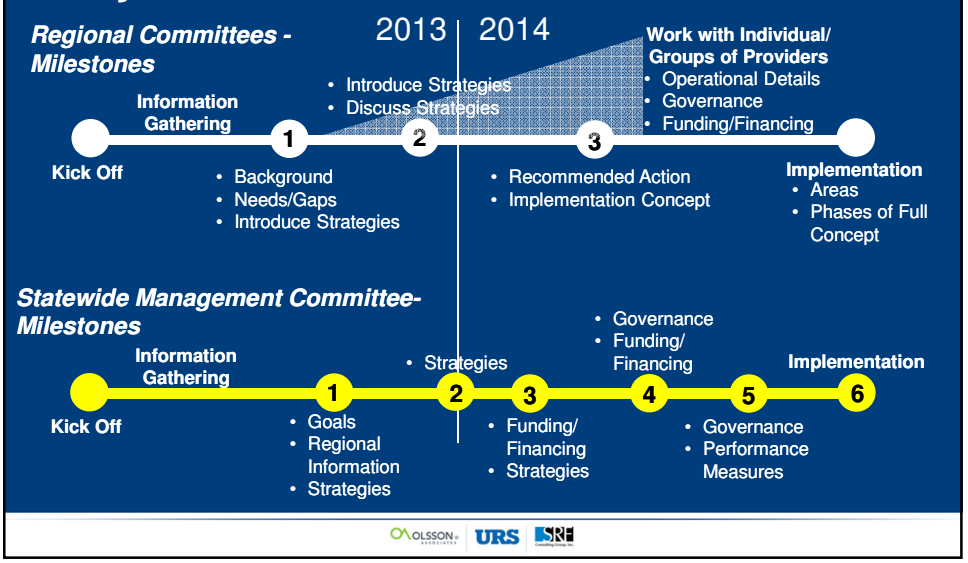
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

South Central Regional Committee Meeting #4

September 11, 2014

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – South Central Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods. Currently, there are no new regional routes proposed for the South Central Region.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be

minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)
- Long Term: (After FY 2017)

Figure 1 Proposed Regional Routes

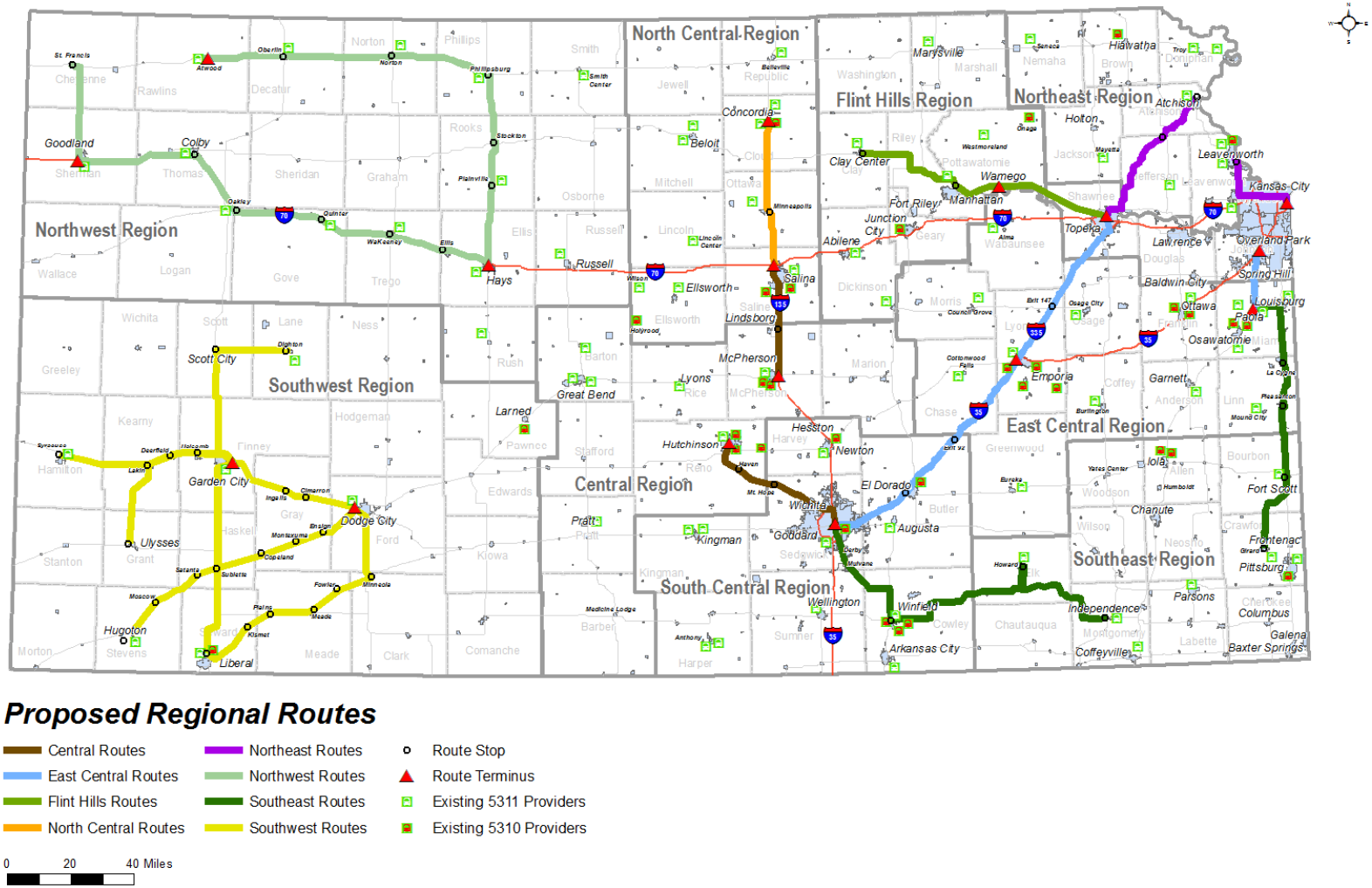
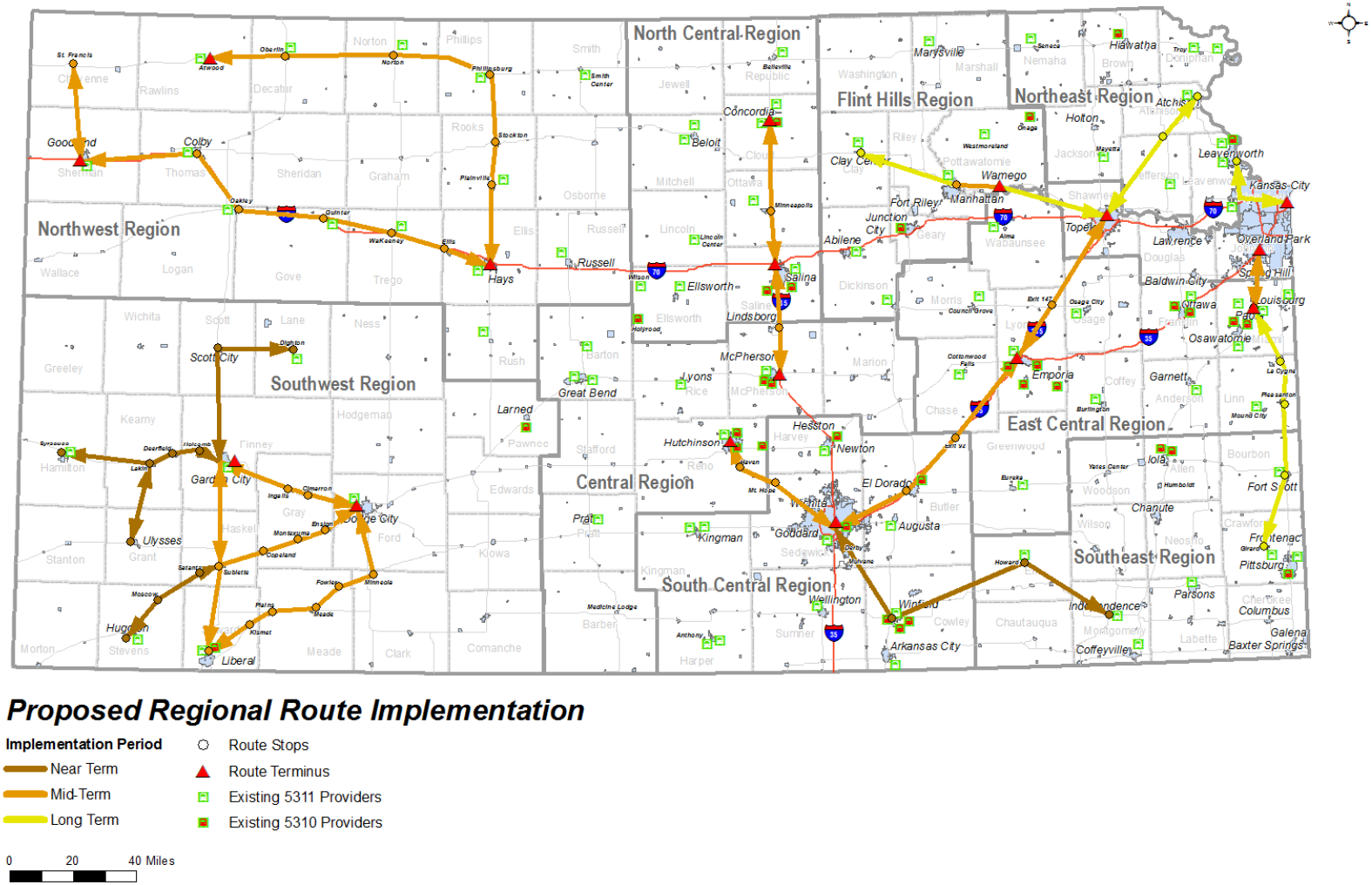


Figure 2 Proposed Regional Route Implementation



MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

South Central Region

In the south central region, Wichita Transit has indicated a willingness and ability to house the regional mobility manager on a contractual basis. This position would focus on mobility management issues throughout the South Central region, while also working with Wichita Transit's dedicated mobility manager who would be focused on mobility management and paratransit issues within Wichita Transit's service area. The South Central regional mobility manager would be a full-time position charged to coordinate longer-distance or regional transit trips among regional transit providers, and external providers. In addition, the South Central regional mobility manager would work with major medical providers, the dialysis centers in Wichita and Winfield, employers, and social service agencies within the region to better match transit service to trip patterns and regional demand. The South Central mobility manager would also be a resource for those jurisdictions that are currently underserved by transit, but may desire an additional level of transit either by working with KDOT to develop an in-house transit provider, or purchasing transit services from an already existing nearby provider. At the direction of the regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized

scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- "Option 1" - Focusing centralize scheduling efforts to regional or long-distance trips
- "Option 2" - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other's trips, making coordination and trip chaining easier.
- "Option 3" - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency's discretion, contracting dispatching and scheduling services to other agencies.

South Central Region

Wichita transit is willing to serve as a point agency to administer the coordinated scheduling software for the south central region, and indicated that they have facility space for additional dispatchers, if necessary. Multiple providers in the South Central region currently use a variety of coordinated scheduling software including Trapeze, EnGraph Paraplan, and Strategen. Any implementation of regional coordinate scheduling would have to incorporate either adoption of a single scheduling software, or protocols that would allow dynamic interface between different software vendors.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX I – SOUTHEAST CTD MATERIAL

Southeast Region Committee Meeting
Meeting Notes from Girard

Girard Meeting

August 22, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from SEK-CAP Inc., CLASS LTD., Four County Mental Health Center, Tri-Valley Developmental Services, Bourbon County Senior Citizens Inc., Elk County COA, and Elm Acres/DCCCA. Representatives from Crawford County, City of Independence, and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers provided an overview of the project phase and the context to previous work.

The end product of this phase of the business model is the *implementation* of the preferred strategy.

Mark Swope led the presentation of the overall project approach, including the role of the Regional Committees. The presentation is provided attached following the notes page.

Let's Talk about the Region

General Discussion:

- Wilson and Chautauqua are being provided 5311 service by Four County Mental Health
- SEK-CAP Inc. representative believes Linn County, located in the East Central Region has a lot of movement into the Southeast Region.
- 99% of Elk County's trips head into the South Central Region, Wichita and El Dorado.
- Iola, Chanute, and Humboldt are all served by Senior Services of Southeast Kansas and provides service county-wide. In addition, they provide service to Yates Center, but nowhere else in Woodson.
- Senior Services are being referred to by other agencies to travel to Parsons.

- CTD publishes an SECT paper book that has all of the contact information for district transit providers.
- City of Fredonia previously had service with fares being only donation based.
- There are VA facilities in Parson, Fort Scott, and Wichita.
- There is movement from both Chautauqua and Cowley Counties to Coffeyville

Challenges:

The challenges facing this region are similar to other regions in that jurisdiction boundaries limit possible service areas, and riders often use demand response as a chauffeur service. One restriction that had yet to come up in the other regions was the possibility of KDOT disallowing rural providers serving urban clients. This constraint would make coordination more difficult and could be revisited in the near future.

- Connie from KDOT believes there is a rule that restricts rural providers from serving urban clients.
- Issues of balancing between acting as a general public transit service versus a chauffeur service can negatively impact potential riders.
- Four County used to make long-haul trips, but now take people to FISH, in Independence, and RSVP; which only provides medical trips to Kansas City and Wichita. These trips can have dependability issues.
- Bourbon County Senior Services only operates within the city limits of Fort Scott, but receives many calls to travel outside of town.

Needs:

While there are needs for inter-county service, the main narrative that came across involved changing people's perception of transit. Stakeholders thought areas with little service lacked enough people to run the service and potential riders would think fares to be too expensive.

- Reasons for counties lacking effective transit service include:
    - Nobody available to run the program
    - Citizens think fares are too expensive
    - Perception of public transportation
    - Counties served by other counties' providers are taking the service for granted.
- Elk County COA in Howard has limited resources, but there is large demand for travel outside of town. They could provide trips to other agencies, but there would be a large fare parity.
- Flexibility of travel outside of county lines

Existing Coordination:

- A SECT book collects info from all social service agencies
- Four County provides service to Wilson and Chautauqua Counties

- Senior Services serves Iola, Parsons, Chanute, Humboldt, and Yates Center

Opportunities:
A potential opportunity came up in the meeting that included sharing vouchers with other providers when demand surpasses resources of one provider or another. Institutions like universities were also thought to be a possible partner in coordination with assisting transit service funding.

- Voucher Program - Four County previously worked with four different agencies on a voucher program, so if they couldn't provide services they would give a client a voucher so the client could use with on another provider.
- Universities can offer assistance like how SEK-CAP receives money from Pittsburgh State for coordinating with them.
- Coordinate medical providers - Rural citizens are known to travel to town once a month making coordination of doctor appointments more important.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Southeast Regional Meeting #1

DATE - 8/22/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jim Dockers PH: 6207248204 ext 1024	Director of Transportation SEK-CAP Inc.	jimd@sek-cap.com
Bob Davis PH: 620-429-1212	Director of Trans. CLASS LTD	bob.davis@classltd.org
Kyle Martin PH: 620-332-8580	Four County Mental Health Ctr Transportation Coordinator	lmartin@fourcounty.com
Sandra Gross PH: 620. 251. 7313	Senior Services of SEK Inc Executive Director	sandra@SEKseniorservices.org
X Amy Shaw PH: 620-251-7313	Senior Services of SEK Inc Transportation Manager	amy@Sekseniorservices.org
Megan Rousselle PH: 620-431-1401	Tri-Valley Developmental Svcs. Finance Director	mrousselle@tvds.org
Jim Emerson PH: 620-724-6390	County Counselor Crawford County	jime@ckt.net
Micky Webb PH: 620 332-2506	City of Independence City Manager	mickyw@independence.ks.gov

= new contacts

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jacqueline S. Sellers PH: (620) 223-0750	CENTER COORDINATOR Bourbon County Senior Citizens	bcspcitizens@sbcglobal.net
Steven Lohr PH: 620-724-8204	Executive Director SEK-CAP, Inc	stevelohr@sek-cap.com
Joan Murphy PH: 620-374-2403	Elk County Council on Aging - Office Manager	eccatrans@hotmail.com
Rick Beechner PH: Connie Spencer	ELK COUNTY COUNCIL ON AGING DIRECTOR	
785-296-5194 PH: Kit Parks	KDOT	connies@ksdot.org
620-231-9840 PH:	ELM ACRES/DCCCA	kparks@dccca.org
PH:		
PH:		

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013
Southeast Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

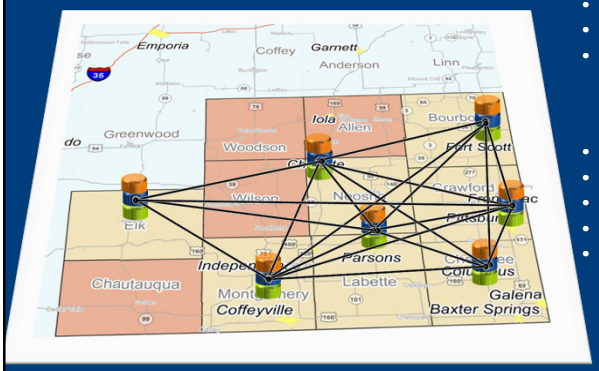
Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service

- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management

- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance

- Vehicles
- Facilities
- Fuel
- Tires

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider | **Service Contracting** | **Collaboration between Providers**

Trip Scheduling

Vehicle Dispatching

Internal:

- Drivers
- Maintenance
- Vehicle Ownership

Marketing/Education

Administration

One Area Purchases Services from another Provider:

- Trip Scheduling
- Vehicle Dispatching
- Drivers
- Maintenance
- Vehicle Ownership
- Marketing/Education
- Administration

May Not Purchase All Services:

- Administration
- Trip Scheduling
- Marketing/Education

Independent Providers

Function-based – Not Organization-based

Multiple Providers Share Responsibilities and for Defining Rules:

- Who is Eligible for Service
- Trip Planning
- How Trips are Scheduled
- How/From are Vehicles Dispatched
- Fares
- Marketing and Education Programs
- Reporting/Compliance

OLSSON ASSOCIATES | URS | SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering (1)
- Background
- Needs/Gaps
- Introduce Strategies

(2)
- Introduce Strategies
- Discuss Strategies

(3)
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering (1)
- Goals
- Regional Information
- Strategies

(2)
- Strategies

(3)
- Funding/ Financing
- Strategies

(4)
- Governance
- Funding/ Financing

(5)
- Governance
- Performance Measures

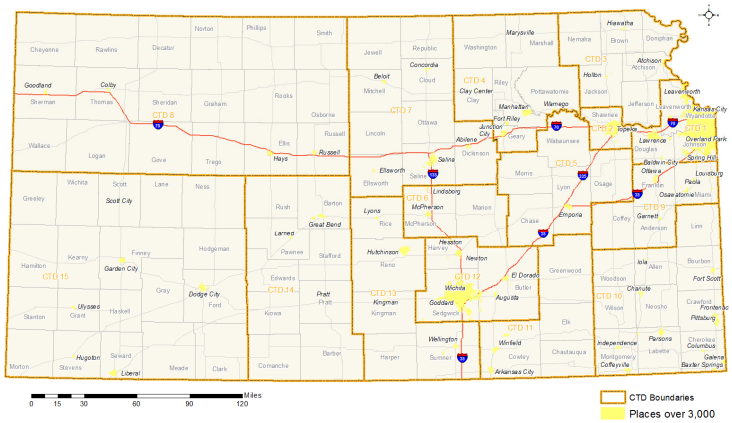
Implementation (6)

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

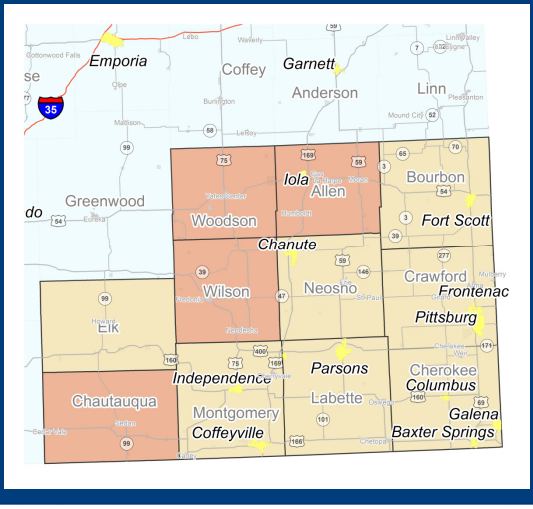


Kansas Statewide CTDs

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

August 22nd, 2013

OLSSON ASSOCIATES | URS | SRF

Provider	# of Vehicles	Description
Bourbon County Senior Citizens, Inc.	3	1 13-passenger van with lift and 2 passenger vans.
Elk County Council on Again	2	1 passenger van with ramp and 1 without.
SEK-CAP, Inc.	25	1 12-passenger van, 4 13-passenger vans with lifts and 2 without, 12 14-passenger vans, 3 20-passenger transit buses with lifts and 1 without, and 1 passenger van with ramp and one without.
Elm Acres Youth Home & Family Services. Inc.	3	2 passenger vans with ramps and 1 without.
Senior Services of Southeast Kansas, Inc.	8	3 passenger vans with ramps, 2 vans without ramps, and 3 sedans.
Four County Mental Health	11	4 13-passenger vans with lifts and 7 passenger vans.
Class Ltd.	19	1 12-passenger van, 4 13-passenger vans with lifts, 2 20-passenger transit buses with lifts, 4 passenger vans with ramps, and 8 without.
Tri-Valley	9	6 20-passenger transit buses with lifts, 2 without, and 1 passenger van.

STRENGTHS

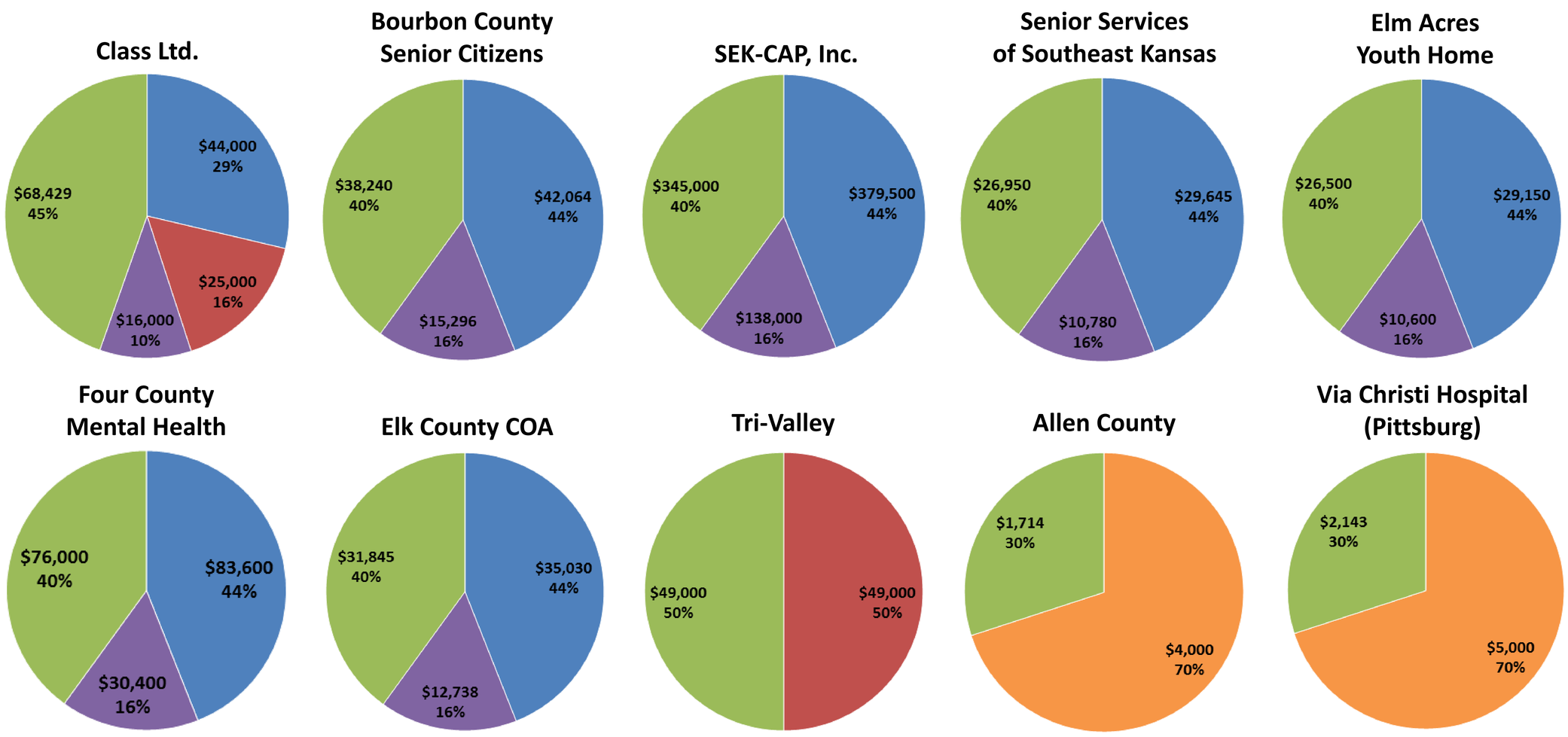
- Leadership Within Providers
- Majority of counties have some type of transit service

CHALLENGES

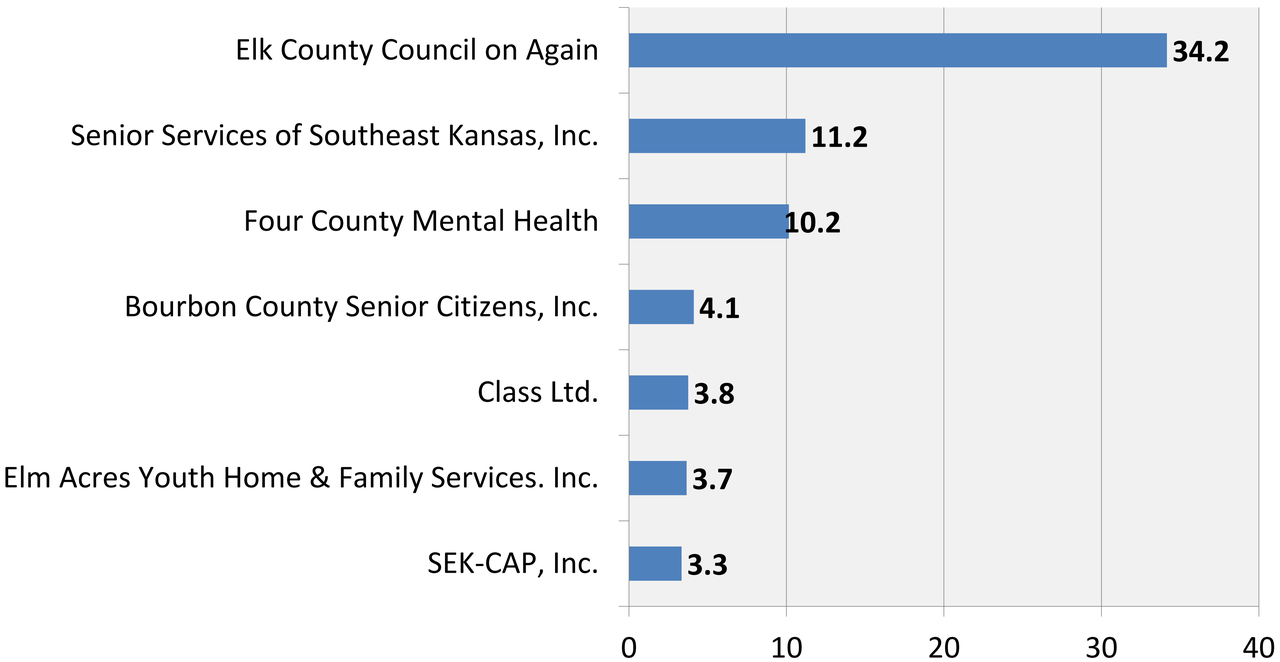
- Geographic Coverage/Population Density
- Federal Funding Levels
- Interstate demand to Missouri and Oklahoma

FUNDING SOURCES (FY 14)

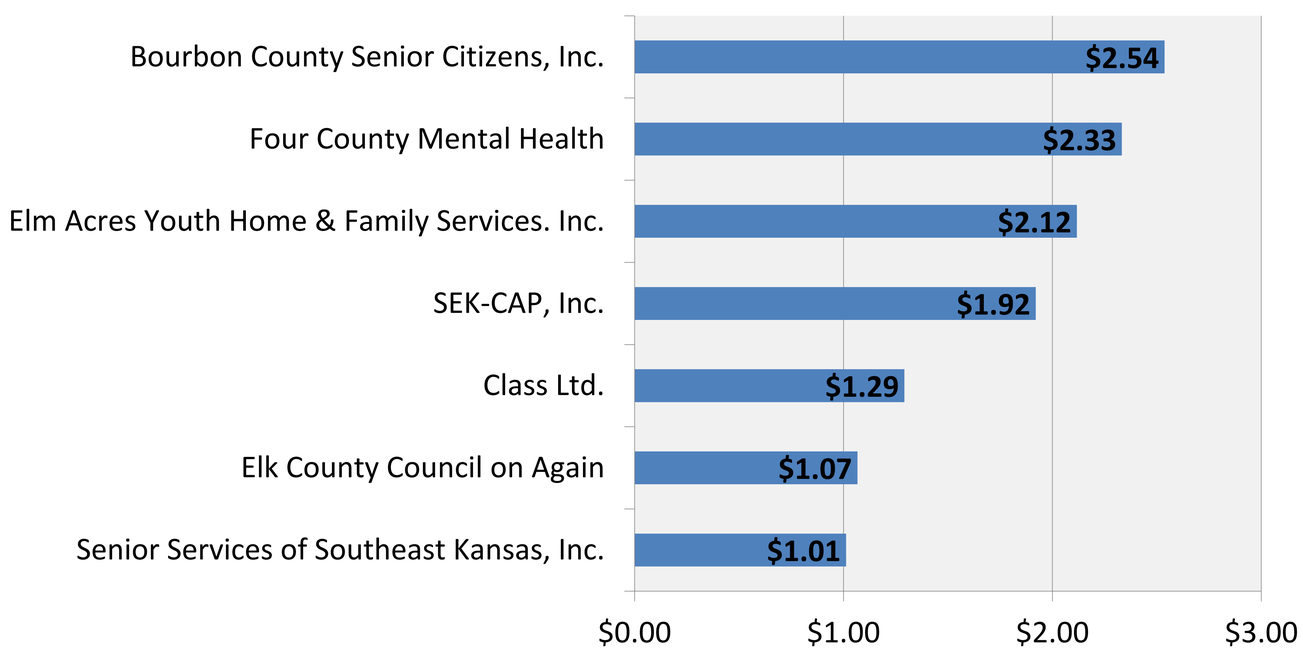
- 5310
- 5311
- 5316
- State
- Local Match



Average Miles per Trip



Operating Cost per Mile



Span of Service

Provider	Span of Service
Bourbon County Senior Citizens, Inc.	Monday, Wednesday and Fri = 7:30 AM - 4:30 PM. Tues and Thurs = 7:30 AM - 3:30 PM.
Elk County Council on Again	Weekdays 8:00 AM to 5:00 PM , Occasionally Flexible to meet medical and longer trips
SEK-CAP, Inc.	Mon: DR 6:30 AM to 4:30 PM, 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM. Tues-Wed: DR 6:30 AM to 4:30 PM. 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM. Thurs-Fri: DR 6:30 AM to 4:30 PM, 9 PM to 3 AM. Deviated Fixed Route-7 AM to 9 PM., 11 PM - 3 AM. Saturday: DR 9 PM to 3 AM, Deviated Fixed Route-11 PM to 3 AM.
Elm Acres Youth Home & Family Services. Inc.	Monday-Friday 7:30 AM - 2:30 PM
Senior Services of Southeast Kansas, Inc.	Weekdays 9:00 AM to 3:00 PM
Class Ltd.	Monday – Friday 7:30 am- 9:00 pm
Four County Mental Health	Mon-Fri, 8:00am to 5:00pm. Plus one vehicle is used to transport Dialysis passengers on Saturdays.

Staffing

Provider	Staffing
Bourbon County Senior Citizens, Inc.	2 PT Dispatchers. 2 PT Drivers, 1 FT mgr./dispatcher/driver
Elk County Council on Again	1 FT Dispatcher, 2 FT Drivers, 3 PT Drivers
SEK-CAP, Inc.	18 paid employees: One Director, One FT mechanic, 3 PT drivers. 13 FT drivers.
Elm Acres Youth Home & Family Services. Inc.	18 FT staff are youth care workers in our youth residential program who can drive and are in safety sensitive positions, per policy. We do not have any volunteer drivers.
Senior Services of Southeast Kansas, Inc.	6 PT drivers, 1 PT admin, 1 PT director
Class Ltd.	4 PT drivers, 1 FT dispatcher, and 1 Transportation Director.
Four County Mental Health	34 PT Drivers, 3 FT Dispatchers, 1 FT Coordinator

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Kansas Department of Transportation

Potential Regions, CTDs, and Transit Availability

- AMTRAK Southwest Chief
- Intercity Bus Corridor
- CTD Boundaries
- Places over 3,000
- Counties With Transit
- Counties Without Transit

N W E S

0 5 10 20 30 40 Miles

Regions as defined in "KDOT Transit Regionalization Technical Memo" Olsson Associates, March 6th, 2013. Updated May 30th, 2013

# of vehicles

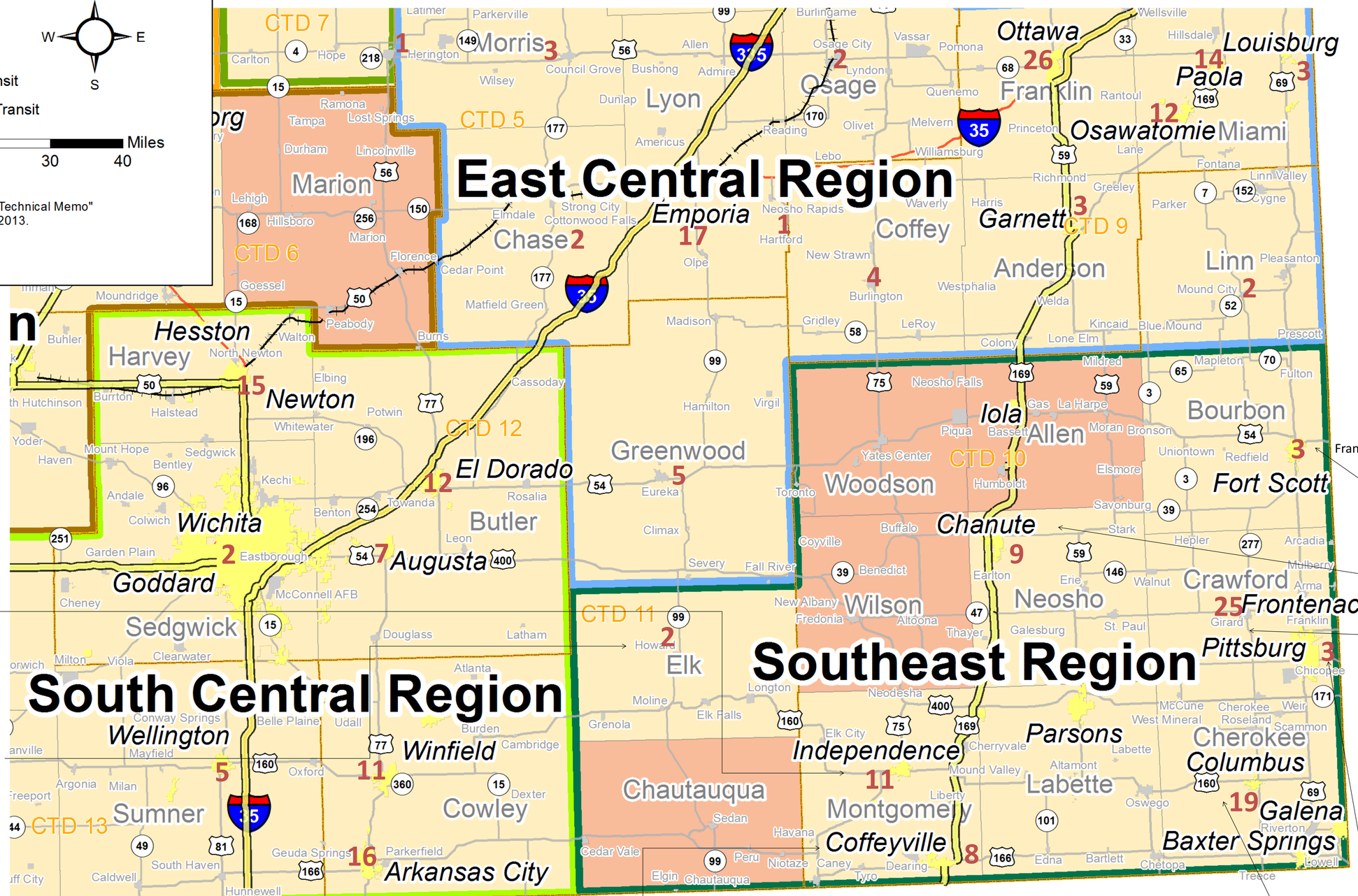
Futures Unlimited
(5 vehicles) operates weekdays 8:30 AM to 8:30 PM and Sat. 9 AM to 2 PM. County-wide trips start after 9 AM and are no later than 3 PM return servicing travel to Cowley Co. M, W, F; travels to Sedgwick, Harper and Cowley Co.; and as far East as Winfield, North to El Dorado or Newton, South to Arkansas City and West to Harper when time permits.

Sedgwick County DOA
(1 vehicle) operates weekdays 8 AM to 5 PM and utilizes contracted vendors 24-hours for ambulatory access and through Saturdays until 4 PM for non-ambulatory access within Sedgwick County;
The ARC of Sedgwick County
(1 vehicle)

Kingman County COA
(2 vehicles) operates weekdays 7:30 AM to 4 PM, but is flexible for medical appts. within Kingman County, Pratt, Hutchinson, Wichita, and Andover;
City of Kingman Transportation Service (2 vehicles) operates weekdays 7:30 AM to 4:30 PM during the school year and weekdays 8:00 AM to 4:30 PM within the Kingman city limits.

Cowley County Council on Aging
(5 vehicles);
Cowley County Mental Health Center
(6 vehicles)
Butler County Dept. on Aging
(7 vehicles)
Creative Community Living
(12 vehicles) in Eldorado and Winfield

East Central Region:
Morris County Transportation (3 vehicles)
Anderson County COA (3 vehicles)
Coffey County Transportation (4 vehicles)
Louisburg Area Senior Center (3 vehicles)
Tri-Ko (9 vehicles)
Paola Assoc. for Church Action (2 vehicles)
Quest Service (Hartford) (1 vehicle)
Mental Health Center of EC KC (9 vehicles)
Hetlinger Developmental Services (1 vehicle)
Elizabeth Layton Center (12 vehicles)
Emporia Presbyterian Manor (1 vehicle)
COF Training Services (10 vehicles)
Comm. Senior Service Center, Inc. (5 vehicles)
Paola Senior Office Center, Inc. (2 vehicles)
Greenwood County COA (5 vehicles)
Chase County (2 vehicles)
City of Paola/ Lakemary Center (10 vehicles)
Lyon Co. DOA (6 vehicles)
Osage County COA (2 vehicles)
Franklin County Services for the Elderly (4 vehicles)



Harvey County Transportation
(6 vehicles) operates weekdays 8 AM to 5 PM within a 50-mile radius from Newton;
Prairie View (9 vehicles)

Harper County DOA
(3 vehicles) operates weekdays 8 AM to 5 PM within the county, Pratt County, Medicine Lodge, Wichita and no farther than El Dorado;
City of Anthony (1 vehicle)

Twin Rivers Developmental Services (16 vehicles)

Four County Mental Health
(11 vehicles) operates weekdays 8 AM to 5 PM within Chautauqua, Elk, Montgomery and Wilson counties; plus one vehicle to transport Dialysis passengers on Saturdays.

Elk County COA
(2 vehicles) operates weekdays 8 AM to 5 PM within the county unless for medical appt. to as far as Wichita or Kansas City, MO.

Senior Services of Southeast Kansas, Inc.
(8 vehicles) operates weekdays 9 AM to 3 PM servicing Coffeyville, Columbus, Erie, Iola, Cherryville, Independence, Parsons, and Wichita.

Bourbon County Senior Citizens, Inc. (3 vehicles) operates M, W, F 7:30 AM to 4:30 PM and TU, THU till 3:30 PM within 3 mi. of the Ft. Scott city limits.

Tri-Valley (9 vehicles)

SEK-CAP, Inc.
(25 vehicles) operates a deviated route weekdays 6:30 AM to 4:30 PM and 9 PM to 3 AM, Saturday 9 PM to 3 AM; as well as a deviated fixed route weekdays 7 AM to 9 PM and Saturday 11 PM to 3 AM servicing Crawford, Cherokee, La Bette, Bourbon, Linn, Neosho and Montgomery Counties; also with service to Bartlesville, OK 4-5 times a month and Joplin, MO 3-4 times a month.

Elm Acres Youth Home & Family Services, Inc. (3 vehicles) operates weekdays 7:30 AM to 2:30 PM providing demand response service to Pittsburg, Frontenac and a 20-mile radius area in Crawford Co.

Class LTD
(19 vehicles) operates weekdays 7:30 AM to 9 PM within Parsons city limits.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

SE : R1

Southeast Regional Outreach Meeting #2
Meeting Notes from Girard

Girard Meeting

December 10, 2013

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Bourbon County Senior Citizens Inc., SEK-CAP Inc., Elm Acres/DCCCA Inc., Elk County Council on Aging, Tri-Valley Developmental Services, Inc. and Four County Mental Health Center. Representatives from Crawford County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives, along with Connie Spencer.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. He reminded participants there will be a third round of meetings in the spring of 2014 where strategies will be finalized leading towards implementation on January 1, 2015.

Mark Swope began the presentation by reviewing the overall project. He introduced this part of the project as phase two. The needs assessment was handed to stakeholders and later reviewed for their corresponding region. Both the needs assessment and the needs priority survey was said to form the basis for moving on and further discussion in the meeting. After reviewing the needs, it was determined that the higher priority needs will be focused on at this time. The study group has some initial ideas of what strategies could be used to address the region's needs, but stakeholders will be needed to help pinpoint the appropriate strategies for the Southeast Region's specific needs. The presentation for the Southeast Region is attached following the notes page.

Let's Talk about Strategies to Address the Region's Highest Priority Needs

Need to address fare structure for shared trips

- Option #1 – Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.
    - Four County has used fare vouchers in agreement with Senior Services, SEK-CAP, CLASS LTD. The reimbursement structure was based on a four-county fare structure, and not by each provider doing the actual transportation. This was done for three years and

with reimbursements coming from New Freedoms Grants until they moved away from the vouchers when Four-County grew and moved more into public transportation.

- Option #2 – Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.
    - Four County charges $2 per trip in town (1-way). Out of town trips are $2 + $1 every 5 additional miles.
    - Elk County charges $5 within the county, $15 to Independence or Coffeyville, $25 to Wichita and Bartlesville, and $50 to Kansas City for a minimum of 2 people per trip. All prices include the full round trip.
    - SEK-CAP charges $1 per one-way trip. Fares are received mostly on a donation basis.
    - Steve Lohr, from SEK-CAP, would want a pool of state resources that they could send reimbursements
    - Bourbon County has fares, but distributes passes for discounts. They charge $3 for each one-way trip. The issue is time span and the fact that weekend service had to be dropped. Social service agency also pays them. Passes save riders 50% on rides.
- Option #3 – Develop inter-agency revenue allocation methodologies that would create a single fare for multiple provider trips.
    - Elk County has only had one shared trip in the last four years. They have a 120-mile service area radius. They already travel outside of town. 90 percent of trips go to Wichita. This could become an issue if more trips start to be coordinated.
    - Four County says they have a lot of demand from Medicaid. People who are not on Medicaid have issues affording transportation. They also use RSVP for volunteer drivers using their own cars. They are reimbursed at a $0.41 per mile rate. This money reimbursement is funded through a grant, but the future of grant funds is undetermined.

Need to establish a link between local service and inter-regional service

- *Option #1 – Expand local service areas and coordinate with existing inter-county/regional services.*
    - Steve Lohr (SEK-CAP) said needs of riders don't match up with the capacity of providers.
    - It was noted that centralized dispatch may not be suitable for the local trips, but could be suitable for longer trips if people know they could call a specific phone number.
    - Four County says there is a lot of time involved in coordinating trips with clients and doctors.
    - Josh Powers spoke to the need of a mobility manager at the CTD level. This could be a happy medium towards centralized dispatch. A mobility manager could provide coordination between providers and doctors. Public transportation is not a door to door local service. Expanding local service areas could be difficult for providers like Elm Acres Youth Home or Tri-Valley.
- *Option #2 - Establish regional route(s) that would hub out of Independence or Coffeyville and connect with locally operated services throughout the region.*

- Connie feels like this is a need.
- Four County says the regional route would go through Elk County on the way to Wichita and would go through Pittsburgh on the way to Kansas City. They no longer take trips to either Bartlesville, Oklahoma or Joplin, Missouri because of Kansas Corporation Commission (KCC) regulations regarding travel across state lines.
- It would be helpful to have a single dispatch phone number for longer trips.
- Elk County has 5 and 6 person van. Transportation for medical trips is offered to Wichita and Kansas City.
- Four County says if they have a cut-away, they could provide trips to Wichita or to Kansas City. If they could get Medicaid trips, they could also provide those.
- Mark Swope and Tom Worker-Braddock will follow-up with Elk County and Four County.

Need to assess the feasibility of "some level of service" in counties presumably without service

- *Option #1 – Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially allocated in a fair and equitable way.*
  - Steve Lohr (SEK-CAP) goes to every county twice a year, but the issue is always providing the matching funds.
  - Steve Lohr (SEK-CAP) said Crawford, Neosho, and Montgomery Counties provide financial help for public transit. Other counties get transit, but they don't contribute to the cost. There is a great need for transit in Cherokee County.
  - CLASS LTD also provides service in Parsons.
- *Option #2 – Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.*

Need to address insufficient geographic coverage

- *What does this actually mean?*
  - Connie knows a person living 5-miles outside of town, but providers do not travel past the city's limits.
  - Woodson and Wilson Counties have transit limitations. Local match is a major issue.

Final comments

- Time permitted discussions to continue and include the moderate priority needs.

Mark Swope concluded the meeting by discussing the next steps.

- More fully developing the strategies to address all of the high and moderate priority needs as identified in the survey.
- Identifying specific recommended actions to be discussed at the next series of regional meetings in the spring.
- Establishing implementation concepts for moving forward with the recommended actions.

- And in the fall of 2014, working with providers and groups to develop operational details, governance, and funding/financing sources to begin to be implemented in early 2015.

To: Southeast Regional Committee

From: Mark Swope / Olsson Associates

Subject: Range of Transit Coordination Strategies for Region

Date: December 9, 2013

Background

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. We asked people to provide input on the importance of addressing each gap in order to prioritize our work to first developing strategies for those most critical needs/gaps. As funding for transportation services is tight at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working on with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 10, 2013 regional committee meeting in Girard. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 10, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

Prioritization of the Needs / Gaps / Barriers

The focus of the August committee meeting was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the meeting were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs that encompassed those more specific needs identified at the local levels. This list is identified in Figure 1. This list was circulated to committee representatives

and other agency representatives attending the August meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed dozen needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents.

- Need to address fare structure for shared trips.
- Need to establish a link between local service and inter-regional transit services.
- Need to assess the feasibility of "some level of service" in counties presumably without service.
- Need to address insufficient geographic coverage.

List of Strategies / Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 10, 2013 regional committee meeting is to discuss the broad range of concepts with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a summary of each of the concepts and to touch on current services/ conditions in the focus area. The information provided is intended to provide the critical background for discussion on December 10, 2013.

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 10, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be retained for more detailed review and evaluation.
- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 1: Southeast Region - Stakeholder Priorities Chart

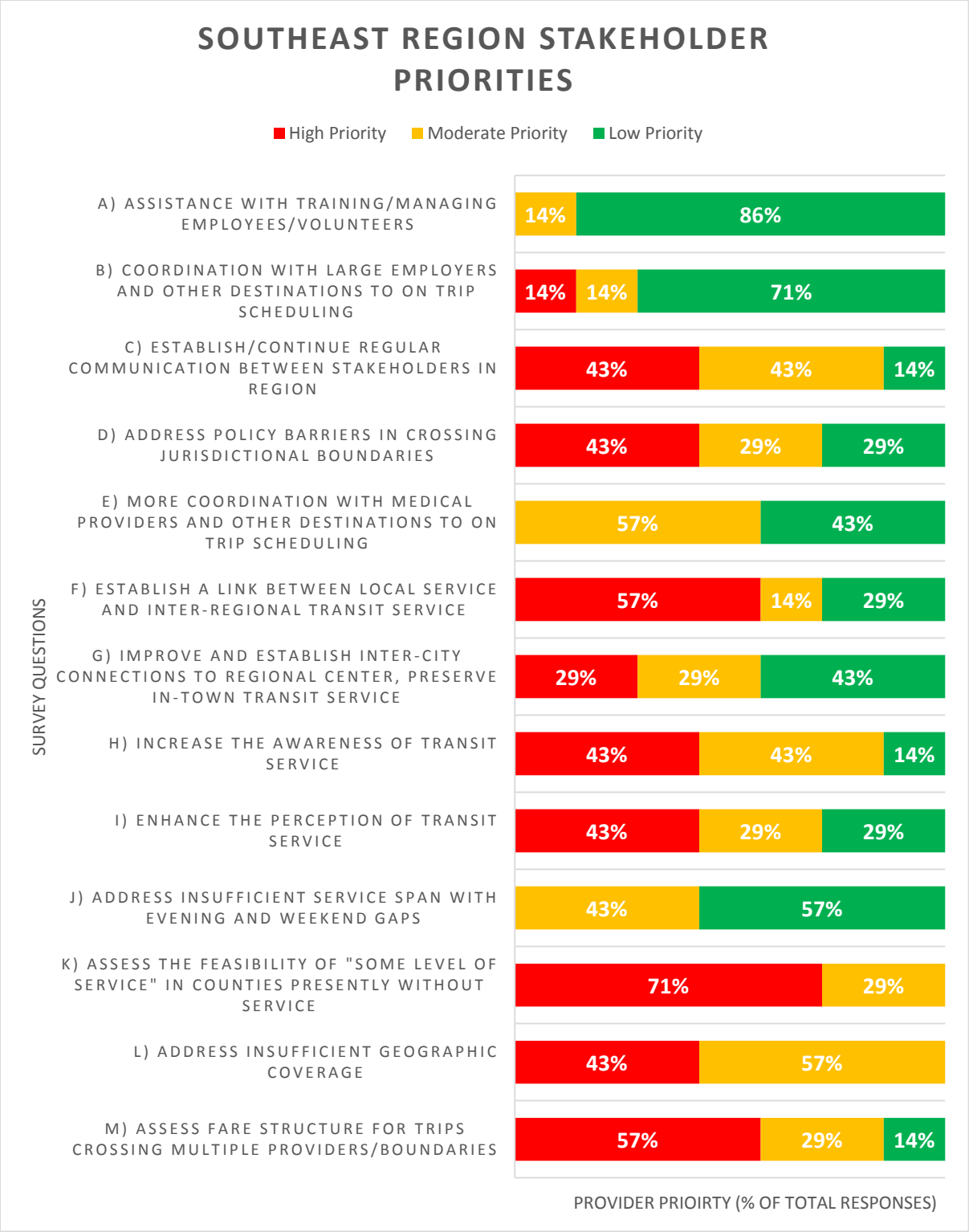


Table 1: Southeast Region – Alternate Strategy Summary

Need to address policy barriers in crossing jurisdictional boundaries.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to address fare structure for shared trips		
Option 1: Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.	This is how many existing trip transfers are handled between multiple providers. Informal status may prevent additional providers from advertising the connection.	Multiple fares can become cost prohibitive for many transit-dependent clients.
Option 2: Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.	Current "transfer at county line" method may result in different transit providers providing different subsidy amounts to the same rider. Standardized fare would equalize subsidy, and would make trip costs more readily available for clients.	
Option 3: Develop inter-agency revenue allocation methodologies that would a single fare for multiple provider trips.	Current "transfer at county line" method may result in different transit providers providing different subsidy amounts to the same rider. Determining a revenue allocation method would remove a disincentive to chain trips.	

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to establish a link between local service and inter-regional service		
Option 1: Expand local service areas and coordinate with existing inter-county/regional services.	Presently – Relatively few providers travel outside region. Some providers (Elk County COA, Senior Services of SE Kansas) to make trips to Wichita.	-Would require multiple agencies to change their policies to provide a network capable of long-distance trips. Long distances and low number of existing vehicles may affect current services.
Option 2: Establish regional route(s) that would hub out of Independence or Coffeyville and connect with locally operated services throughout the region.	Wichita continues to be a major destination for medical and social service trips.	-Long distances involve may create significant logistical barriers. -Need to determine origins of local match, and how costs would be allocated to counties being served. -Need to determine operating agency.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to assess the feasibility of "some level of service" in counties presumably without service		
Option 1: Develop template MOU's that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.		Could contract out all or part of service.
Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another (not necessarily adjacent) county.	Some counties currently without service, or with low levels of service, may be adjacent to counties without capacity to provide additional service.	Would still require local participation in terms of local match, providing space to store vehicle, access to spare drivers. Long distances may create management difficulties. Could contract out all or part of service.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Need to address insufficient geographic coverage		
Option 1:	-Some counties have select communities with transit, but lack access to transit in rural areas or other communities. -Some counties have very low population density, and very limited technical capacity to provide transit service.	

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 10th, 2013
Southeast Region

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

Is there the Local Desire to Participate?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

OLSSON ASSOCIATES | URS | SRF Consulting Group Inc

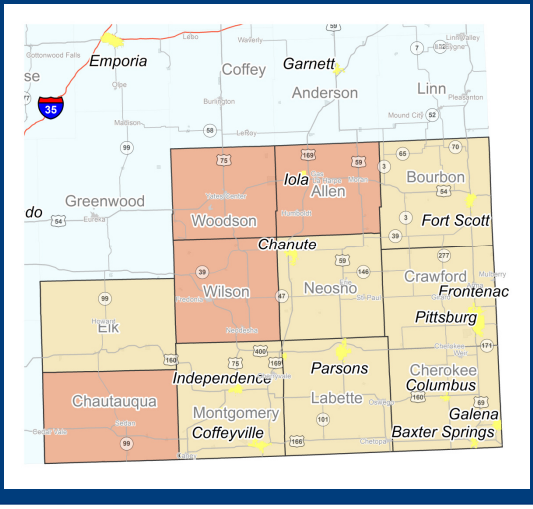
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Discuss Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify/Discuss Potential Strategies to Address the Following High Priority Needs:
  - Need to address fare structure for shared trips.
  - Need to establish a link between local service and inter-regional transit services.
  - Need to asses the feasibility of "some level of service" in counties presumably without service.
  - Need to address insufficient geographic coverage.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

The Southeast Region



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Southeast Identified High Priority Needs

- Need to address fare structure for shared trips.
- Need to establish a link between local service and inter-regional transit services.
- Need to asses the feasibility of "some level of service" in counties presumably without service.
- Need to address insufficient geographic coverage.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address fare structure for shared trips.
  - Option 1: Formalize existing fare pricing structure whereby fares are established by each provider and users pay multiple fares for multiple provider trips.
  - Option 2: Establish agreed upon fare pricing methodologies that result in some standardization of fares across the region.
  - Option 3: Develop inter-agency revenue allocation methodologies that would a single fare for multiple provider trips.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to establish a link between local service and inter-regional service.
  - Option 1: Expand local service areas and coordinate with existing inter-county/regional services.
  - Option 2: Establish regional route(s) that would hub out of Independence or Coffeyville and connect with locally operated services throughout the region.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to asses the feasibility of “some level of service” in counties presumably without service.
  - Option 1: Develop template MOU’s that would allow counties without service to contract with providers in adjacent counties to provide service that is financially-allocated in a fair and equitable way.
  - Option 2: Determine feasibility of contracting remote management of service. Driver and vehicle located in one county, would be dispatched and managed by provider in another county.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Strategies to Address High Priority Needs

- Need to address insufficient geographic coverage.

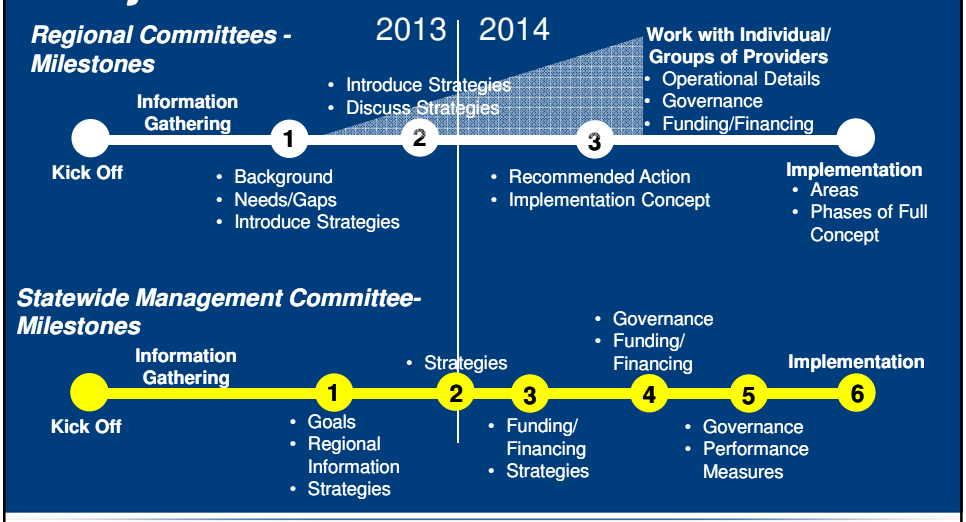
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Develop Strategies to address other High and Moderate Priority Needs
- Identify Recommended Actions
- Establish Implementation Concepts
- Work with Providers and Groups to develop
  - Operational Details
  - Governance
  - Funding/Financing Sources

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #2

December 10th, 2013
Southeast Region

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Southeast Identified Moderate Priority Needs

- Need to establish/continue regular communication between stakeholders in region.
- Need to improve and establish inter-city connections to regional centers while preserving in-town transit services. Including designating inter-regional corridors for service.
- Need to increase the awareness of transit service.
- Need to enhance the perception of transit service.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Southeast

DATE - 12/10/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
JACQUELINE S. SELLERS PH: (620) 223-0750	BOURBON COUNTY SENIOR CITIZENS CENTER COORDINATOR	bcsrcitizens@sbcglobal.net j_sellers377@hotmail.com
Jim Dockers PH: 620.724.8204	SEK-CAP INC. Transportation Director	jimd@sek-cap.com
KIT PARKS PH: 620-231-9840	ELM ACRES / DCCCA, INC. DIRECTOR	kparks@dccca.org
Joan Murphy PH: 620-374-3068	Elk County Council on Aging – Transportation Coordinator	eccatrans@hotmail.com
RICK BEECHNER PH: 620-374-2403	ELK COUNTY COUNCIL ON AGING DIRECTOR	ecca2010@hotmail.com
Megan Rousselle PH: 620-431-7401 x 213	Tri-Valley Developmental Services, Inc Finance Director	mrousselle@tvds.org
Sandra Gross PH: 620.251.7313	Senior Services of SEK, Inc Executive Director	sandra@sekseniorservices.org
LYLE MARTIN PH 620-332-8580 / CELL 620-515-5748	TRANSPORTATION COORDINATOR FOUR COUNTY MENTAL HEALTH CENTER	lmartin@fourcounty.com

OLSSON ASSOCIATES | URS | SRI

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Connie A. Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org
Steve Lohr PH: 620-724-8204 x 1015	SEK-CAP E.D.	Stevelohr@sek-cap.com
Corey Davis PH:		
Josh Powers PH:		
Jim Emerson PH: 620-724-6390	Crawford County	jime@ckt.net
PH:		
PH:		
PH		

OLSSON ASSOCIATES | URS | SRI

Southeast Regional Working Session Meeting Notes from Girard

Girard Meeting

April 16th, 2014

Introductions

A sign-in sheet for the meeting is attached. Transportation providers from Four County Mental Health, Southeast Kansas Community Action Program (SEK-CAP), Cherokee Labette Association of Special Services, Ltd. (CLASS Ltd.), Tri-Valley Developmental Services, Bourbon County Senior Citizens, Elk County Council on Aging, Senior Services of Southeast Kansas, Elm Acres Youth Home and Family Services, Inc./Douglas County Citizens Committee on Alcoholism (DCCCA) were present. Representatives from Crawford County, University of Kansas Medical Center Area Health Education Center and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Tom Worker-Braddock.

Transit Coordination Project Overview

Josh Powers introduced the meeting. Josh explained how the new funds and regionalization efforts will not only expand transit opportunities, but should also result in more efficient service and more ridership. The existing funding amounts for each provider will remain. Additional funding will be directed towards coordinated services, and those providers that see additional ridership. After the fall meeting, a final package will be prepared for providers to present to their commissioners.

Mark Swope introduced the four strategy categories. The four areas of the project include governance, communication, service/operations and administration/mobility management. Mark then brought up top priority needs identified by the stakeholders in the Southeast Region including:

- Establishing a link between local service and inter-regional transit.
- Assessing the feasibility of “some level of service” in counties presently without service.
- Addressing fare structure for shared trips.
- Addressing insufficient geographic coverage.

Regional Governing Board

A way to address all four of the established needs is to create either a Regional Governing Board or a Transit Advisory Panel. Responsibilities for the board would include things like the distribution of 5311 money, design and implementation of regional services and overseeing of the mobility manager position.

Transit Advisory Panel

Establishing a transit advisory panel would include an increased effort to engage a broader group of stakeholders, including 5310 providers. This panel, compared to a regional governing board, would have a broader representation of organizations including transportation providers, medical providers, major employers and major educational facilities.

Questions/Comments

Following questions on whether the Coordinated Transit Districts (CTDs) would be completely removed, Josh Powers reviewed the current state of CTDs and how they are better at defining boundaries than helping communities reach across boundaries. The new regions that have been created as part of this effort will replace the current CTD boundaries. As part of that, local agreements will have to be revisited. Further discussion centered on the organization of future advisory panel. Stakeholders were curious about whether it would be beneficial to limit the group to only 5311 providers given there is a lot of regulations and training already being discussed at the CTD meetings now. At the same time, stakeholders also wondered if the membership in a panel would simply be open to whoever wants to participate.

Elk County Intercity Route

Establishing regional route(s) in the Southeast Region would add a formalized element to long-distance trips that are currently mostly informal. Even though there could be interests in improving coordination in the region, limitations in available capacity can make coordination efforts difficult. For example, Elk County is interested in coordinating trips with other providers, but are limited to absorbing another two or three passengers. Elk County has transported Chautauqua County and Greenwood County residents in addition to Elk County residents.

Questions/Comments

Multiple comments and questions came up following the discussion of this intercity route originating out of Elk County.

- Four County Mental Health may be able to go to Winfield and Wichita on the days capacity exceeds that of Elk County's vehicles.
- Senior Services of Southeast Kansas has a good transfer site in Coffeyville. They also have lots of drivers going to Wichita.
- People don't know service is being offered.

Mark Swope discussed the number of different ways to charge fares for this type of service. For now though, the region prefers passengers to pay separate fairs for each leg of a trip.

Paola Transfer Route

This concept would support coordination with the East Central Region and the counties of Woodson, Allen and Bourbon. Assuming a route was established between Paola and Kansas City, this transfer

route would transport riders from the northern areas of the Southeast Region to providers making trips to Paola. Previously, SEK-CAP provided a transit trip to Kansas City, originating from Linn County. However, due to the number of vehicles dedicated to providing this service, they decided to discontinue the service to Kansas City.

Olsson will communicate further with the four major providers – including SEK-CAP, Four County Mental Health, Elk County and Senior Services of Southeast Kansas –to formalize the Elk County option.

Coordinated Dispatch

The strategies involving coordinated dispatching were discussed, including:

- Centralized scheduling of regional/long distance trips
- Centralized scheduling of all trips
- Centralized scheduling of all trips (central call number)

Questions/Comments

- Centralized scheduling of all trips
  - Stakeholders were concerned about the need to triage medical patients so the more acute patients are appropriately handled. This could be considered in a future discussion on policy procedures if this strategy is chosen.
  - Questions came up asking to clarify if "all trips" meant local providers were going to coordinate to provide local trips as well.
  - This strategy would bring many added benefits to riders, but could also bring about new challenges to providers.
  - One benefit would be that a medical provider could schedule follow-up appointments with patients, while the medical provider was using the web portal.
- Centralized scheduling of all trips (central call number)
  - Assuming the central call number strategy is advanced, Tri-Valley pointed out each agency could still be contacted directly if issues arise for the rider when contacting the central call number.
- Centralized Reservations/Dispatching
  - SEK-CAP has an FTA-funded facility with space for more dispatchers, but would need a back-up power generator.
  - Tri-Valley warned their capacity to participate would be limited because they do not have any IT personnel.
  - Mark Swope indicated any specifics into costs for dispatching had not been made yet. If further interest in participating in centralized scheduling is made, providers are urged to contact KDOT and/or Olsson Associates.

Transit Cost Allocation

A transit cost allocation model was presented by Tom Worker-Braddock. A cost allocation model would allow a transit agency to identify the complete costs associated with expanding service, or beginning service in a new area. This model will be emailed to providers in the following weeks.
Positive remarks were made by providers regarding the model.

Mobility Manager Position

Mark Swope presented the mobility manager concept. At the organizational level, the mobility manager is similar to an executive director for a chamber of commerce. The individual would be considered a transit advocate for all agencies. Many of the other regions have responded positively to the idea of introducing a mobility manager position.

Questions/Comments

- After questions were asked on whether specific providers currently had adequate resources to absorb another employee, such as a mobility manager, SEK-CAP claimed they already have some infrastructure in place that could be applied, but without the necessary resources.
- Olsson Associates will have more discussions with the 5311 agencies, and then get back to the regions to which organization could house the position.

Marketing

During the presentation of marketing opportunities for the regional brand, Josh Prowers reminded stakeholders this effort is not meant to rehash any recent marketing/branding campaigns. The regional names are mostly geographical, but can be changed to reflect the region's preference.

Other

Mark Swope presented the "Kansas Rides" logo and regional designated colors to help identify and distinguish the regions as an idea for further consideration by the regions. He also provided an illustration of a bus with logo placement above the cab.

Mark concluded the meeting with Josh Powers adding some additional closing remarks. The effort will make a point to engage local officials in the fall once each region has reached consensus on details of the final strategies.

Regional Committee Meetings #3 – Southeast Region Agenda / Outline

April 2014

Introductions and Reintroductions	-	**10:00 – 10:05**
Overview	-	**10:05 – 10:15**
Transit Governing Board	-	**10:15 – 10:30**
Regional Service Discussion	-	**10:30 – 11:30**
Centralized Scheduling Discussion	-	**11:30 – 12:00**
Lunch	-	**12:00 – 12:30**
Cost Allocation Discussion	-	**12:30 - 1:00**
Mobility Management Discussion	-	**1:00 - 1:45**
Wrap-up	-	**1:45 - 2:00**

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Southeast Region Working Session #3

April 16, 2014

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

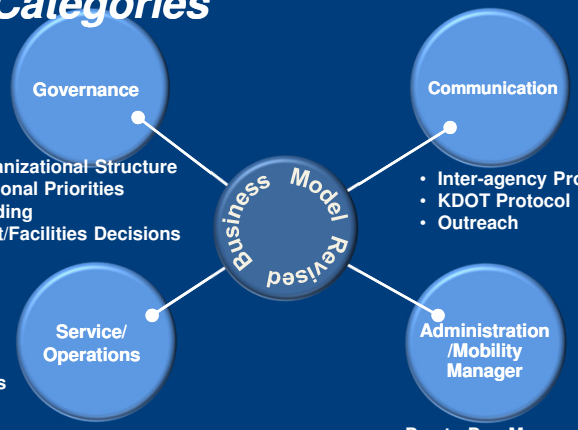
Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December
  - Coordination Concepts
  - Transit Service Costing Development
  - Mobility Manager Position
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- The Need to:
  - Establish a link between local service and inter-regional transit services.
  - Assess the feasibility of "some level of service" in counties presumably without service.
  - Address fare structure for shared trips.
  - Address insufficient geographic coverage.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Regional Governing Board

- What is the main purpose for the Board?
- What tasks would the Board be responsible for?
- Who would be represented in the Board?
- Under what organization would Board be governed?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Establishing a Transit Advisory Panel

- What is the main purpose for the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- Under what organization would panel be governed under?

Coordination Concepts

- Elk County Intercity Coordination
- Paola Transfer Option
- Enhanced Coordination
- Centralized Dispatch

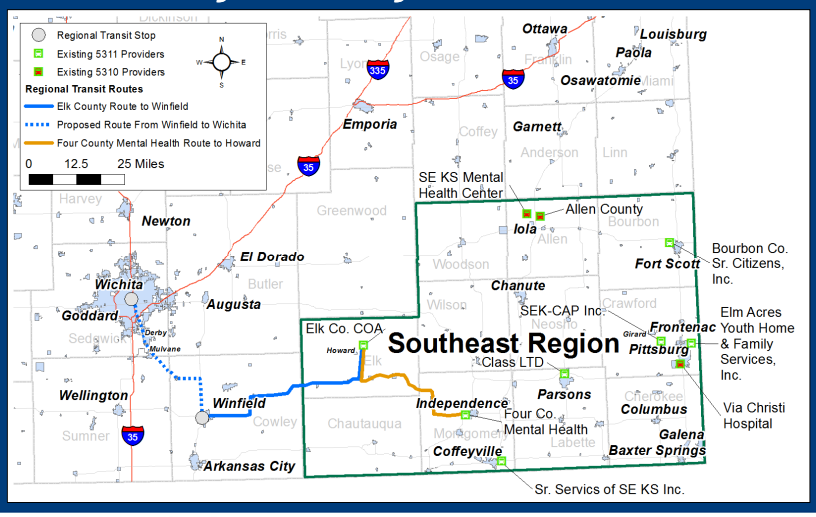
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Elk County Intercity Coordination

- Cooperating Providers
  - Elk County COA and Four County Mental Health
- Barriers
  - Time and Capacity
  - Service Areas (local providers and those offering intercity trips)
- Fare Collection
  - Single fare or double fare options

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Elk County Intercity Coordination



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Paola Transfer Option

- Involves three counties adjacent to East Central Region
  - Bourbon, Allen and Woodson
    - Woodson County is without a 5311 or 5310 provider
    - Southeast Kansas Mental Health Center (Allen)
    - Allen County
    - Bourbon County Senior Citizens
- Communication needed between two regions
  - Available capacity
  - Operating schedule
  - Alignment

Enhanced Coordination

- Establish which Providers offer long distance trips
  - SEK-CAP (Girard)
  - Four County Mental Health
  - Elk County Council on Aging
  - Senior Services of Southeast Kansas, Inc. (Coffeyville)
- Communication needed between providers
  - Available capacity
  - Operating schedule
  - Alignment

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordinated Dispatch

Option 1 – Centralized Scheduling of Regional/Long Distance Trips

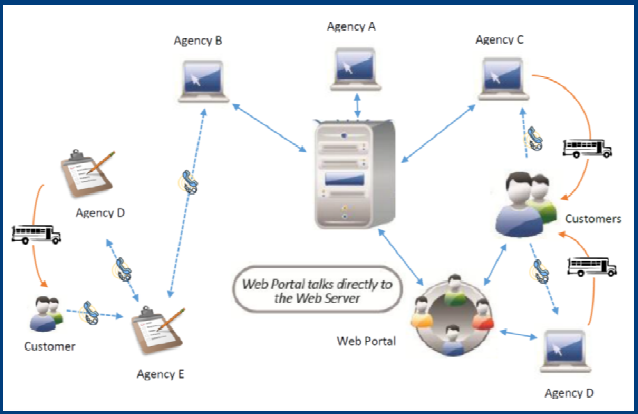
Option 2 – Centralized Scheduling of All Trips

Option 3 – Centralized Scheduling of All Trips (Central Call Number)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

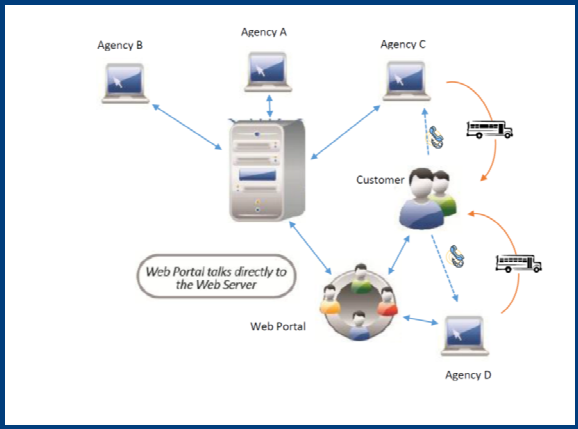
Option 1 – Centralized Scheduling of Regional/Long Distance Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

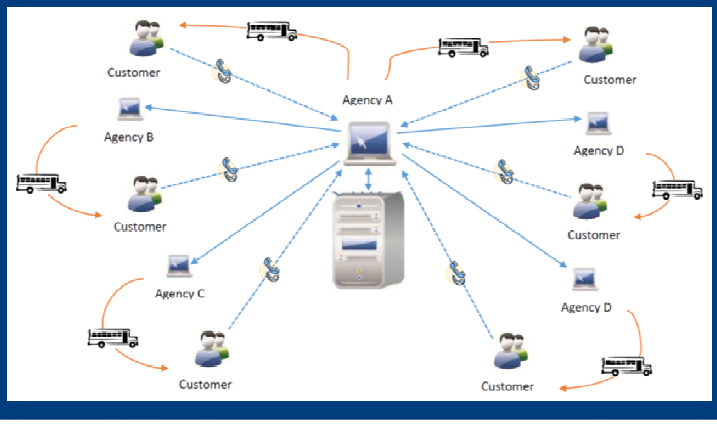
Option 2 – Centralized Scheduling of All Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Scheduling/Dispatch Options

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

SEK-CAP Capacity

Question
Is it a REASONABLE assumption that SEK-CAP would be location for centralized dispatch?

SEK-CAP Numbers

Current Staffing:	How many more rides per month?
1 More Dispatcher:	Can it handle all the new request?
Current Space:	Can it handle room for another dispatcher?
Current Building:	How many more monthly trips?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Cost Allocation Model

- To capture **all** costs of delivering service.
- Allows distinction between:
  - Short-distance / long time
  - Long-distance / short time
  - Difference distances / same time (or vice versa)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Three steps to developing a Cost Model

1. Assemble Data
2. Assign Expense Line Items
3. Calculate Unit Costs

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$		$	

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Unit Costs

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Calculating Fully Allocated Cost of Service

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate		70.32%		
(Total Fixed Cost as a % of Total Variable Cost)				
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing:		Projected Annual Hours		520
Fully Allocated Cost		Projected Annual Miles		5200
for new or modified service		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

Mobility Manager Position Duties

- Customer Level
  - Uses their knowledge of transportation services in the region to discuss all available travel options and secure the appropriate service to meet the customer's needs
- Organizational Level
  - Works within a service area to identify and close gaps by facilitating inter-organizational agreements, securing additional resources or bringing additional transportation providers together

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Goals of any Mobility Manager

1. Creating partnerships between a diverse range of community organizations to ensure that transportation resources are coordinated effectively.
2. Using these partnerships to develop and enhance travel options for customers in the community or region.
3. Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

Source: American Public Transit Association

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Manager Responsibilities

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Two Potential Models

1. Transit agency hires a mobility manager to fill gaps in transit service by reaching out to other transportation, employment, medical, and social service providers.

2. Independent organization hires a mobility manager to build relationships among all possible providers to meet the service needs of an area.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Funding & Administration

- Funding
  - 5311 General Public Transportation Program Funding
    - 80/20 percent local match
  - Local match burden can be shared by multiple organizations
- Administration
  - Expected salary between $40,000 and $60,000
    - Not including benefits
  - Hired through an organization or transit agency vs. city or county
    - Pros and cons
  - Hiring and funding/duties can be settled separately

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Coordination Concepts
- Transit Service Costing Development
- Mobility Manager Position
- Other Strategies

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Northwest

Proud Partner of Kansas Rides South Central

Proud Partner of Kansas Rides Urban

Proud Partner of Kansas Rides Central

Proud Partner of Kansas Rides Flint Hills

Proud Partner of Kansas Rides Northeast

Proud Partner of Kansas Rides Southwest

Proud Partner of Kansas Rides Southeast

Proud Partner of Kansas Rides North Central

Proud Partner of Kansas Rides East Central

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Proud Partner of Kansas Rides Southwest

OLSSON ASSOCIATES | URS | SRF Consulting Group, Inc.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - ~~East Central~~ Southeast Regional Meeting

DATE - 4/16/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Randy Trotter PH: 620-515-3399	Trans. Coordinator 4-County/Connections	rtrotter@fourcounty.com
Linda Taylor PH: 620-724-5395		
Jim Dockers PH: 620 724 8204	Transportation Director SEK-CAP	jimd@sek-cap.com
Bob Davis PH: 620-429-1212	Transportation Director CLASS LTD	bob.davis@classltd.org
Steve Lohr PH: 620-724-8204 x1015	E.D. SEK-CAP	stevelohr@sek-cap.com
Mary Beth Warren PH: 620 2351874	KU Med ctr AHEC	mwarren2@kumc.edu
Michelle Lewman PH: 620-431-7401	Tri Valley Developmental	mlewman@tvds.org
Lea Chickadonz PH 620-431-7401	Tri-Valley Develop. Serv.	lchickadonz@tvds.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jacqueline Sellers PH: (620) 223-0750	Center Coordinator Bourbon Cty Sr Citizens	bcsrcitizens@sbcglobal.net
Rick Beechner PH: 620 374-2403	DIRECTOR ELK COUNTY COUNCIL ON AGING	ecca2010@hotmail.com
Elaine Money PH: 620-251-7313	Exec Asst Senior Services of SEK	Elaine@sek seniorservices.org
Kit Parks PH: 620-231-9840	Elm Acres Director DCCCA, INC PROGRAM	kparks@dccca.org
Jim Emerson PH: 620-724-6390	Crawford County	jime@ckt.net
PH:		
PH:		
PH		

OLSSON ASSOCIATES | URS | SRH

To: KDOT Advisory Team

From: Olsson Associates

Date: April 14th, 2014

Subject: KDOT Regional Transit Business Model – Southeast Service delivery Memo

INTRODUCTION

This memo explains potential regional transit service delivery concepts needed to provide residents within the Southeast Region increased access to nearby regional centers.

The need for increased coordination within the Southeast Region originated from a survey given to regional stakeholders who were asked to prioritize 13 locally identified needs. After discussing the results of the survey during stakeholder meetings, four primary needs were identified to be addressed further. While establishing coordination concepts was seen as a way to address the need to establish a link between local service and inter-regional service, the concepts could potentially support other primary needs of the region including the need to assess the feasibility of "some level of service" in counties presumably without service, the need to address insufficient geographic coverage and the need to address fare structure for shared trips.

This memo seeks to provide information for coordination strategies in the Southeast Region of Kansas, including most of CTD 9, as well as Elk and Chautauqua Counties, linking a combination of:

- Coordination options with Elk County, originating in the city of Howard, so that service is offered to Wichita during the four hour dwell period now spent in Winfield.
- Local transit providers connecting outlying rural areas and communities to the appropriate location where service is being offered to regional centers like Wichita
- Coordination with adjacent counties in the East Central Region including Coffey, Anderson and Linn County for demand response trips to Kansas City, based out of Paola
- Enhanced coordination between providers offering long-distance trips from within the region
- Centralized dispatch/mobility management

EXISTING REGIONAL SERVICE

After compiling data from provider surveys and phone- and in-person conversations with transit providers, there are multiple providers offering long range trips to regional centers like Kansas City and Wichita. The providers who have the greatest flexibility in service area include SEK-CAP Inc., Four County Mental Health, Senior Services of Southeast Kansas Inc., and Elk County Council on Aging. They

are currently more equipped to coordinate services than providers with more restrictive service areas. With that being said, providers offering these long distance trips have limited experience sharing trips. By increasing coordination among providers offering trips to Wichita or Kansas City, more people will have access to the regional centers. As a result of higher passenger loads for each trip, the cost for service would be spread among more passengers, thus, lowering the cost per passenger.

According to the *Kansas Statewide Intercity Bus Study*[1], alternative intercity services are offered to Kansas City beyond those operated by local transit providers. The operator, Jefferson Lines, offers a north-south route traveling from Oklahoma and stopping in Kansas in Coffeyville, Chanute, Iola and in Kansas City, Missouri. There is also a north-south route in Missouri, not far from the Kansas-Missouri state line. The stops in Missouri include Joplin, Butler and Harrisonville, but local transit connections from Kansas to the stops across the state line are inhibited through additional regulatory burdens imposed by the Kansas Corporation Commission (KCC) on any transit agencies crossing state lines. The existing structure of the intercity bus options do not allow for many residents in the Southeast Region to use intercity bus for medical appointments, social outings, employment, education, shopping trips, or other short-term visits. While there are local providers who offer service to regional centers like Wichita and Kansas City, some of these providers are limited to offering these trips only to residents within their defined "home" jurisdiction.

BARRIERS AND OPPORTUNITIES FOR PROVIDERS TO PARTICIPATE IN THE REGION'S STRATEGY

Table 1 lists each city with its respective provider, as well as the barriers and opportunities each provider faces in participating in the proposed Southeast Region strategies. These identified barriers and opportunities are based off of the current service restrictions as gathered through a 2013 survey and discussions with providers.

[1] Kansas Department of Transportation. Kansas Statewide Intercity Bus Study, December 2012.

Table 1 Barriers and Opportunities for Southeast Providers to participate in the Regional Strategy

Provider (City)	Barriers	Opportunities
Bourbon County Senior Citizens, Inc. (Fort Scott)	-Does not travel outside the city	-Offers service within a 3-mile radius of Fort Scott on paved roads -Now operated by SEK-CAP
Elk County Council on Aging (Howard)	-Needs more capacity to transport any additional passengers to Wichita -Limited to a 4 hour window to transport riders to Wichita -Must return to Winfield by 5:30 before Dialysis Center closes	-Offers service within the county and to Kansas City, Wichita
SEK-CAP, Inc. (Girard)		-Offers service to Linn, Bourbon, Crawford, Cherokee, Neosho, La Bette and Montgomery Counties, and Fort Scott (Bourbon County) -Can cross state boundaries.
Elm Acres Youth Home & Family Services, Inc. (Pittsburgh)	-Service area is limited to a 20-mile surrounding area	-Offers service to Pittsburgh and Frontenac
Senior Services of Southeast Kansas, Inc. (Coffeyville)		-Offers service to Coffeyville, Columbus, Erie, Iola, Cherryville, Independence, Parsons and Wichita
Four County Mental Health (Independence)		-Offers service with Chautauqua, Elk, Montgomery and Wilson Counties
Class LTD (Parsons)	-Only offers service within Parsons city limits	

CORDINATION CONCEPTS

Elk County Strategy

Following discussions with providers in the Southeast Region, Four County Mental Health explained their recent coordination efforts with Elk County Council on Aging on trips to Winfield, via the city of Howard in Elk County. Currently, Four County is charging $12 for a one-way trip from Independence to Howard. In Howard, passengers wanting to go to Winfield or Wichita transfer from a Four County vehicle to an Elk County vehicle, which then travels to Winfield and Wichita. Elk County offers three trips per week to Winfield, but then has nearly a four hour layover period until dialysis patients are finished with their appointments and/or the center closes at 5:30 p.m. This allotted time has been identified as an opportunity to offer service to riders wanting to travel to Wichita. Currently, the Elk County trips to Winfield are reoccurring, but not on a set schedule.

After incorporating the nearly two hour long round trip from Winfield to Wichita, two hours remain for the Elk County vehicle to transport any potential riders wanting to go to Wichita. With this in mind, those passengers wanting to travel to Wichita do not have much time to complete their intended trip purpose(s). If more time was available, riders could more easily access Wichita Transit's fixed-route or paratransit system, and consequently decrease the need for the Elk County vehicle to circulate throughout Wichita.

While Elk County may be interested in offering service to Wichita, their ability to participate in this strategy is also limited by their current capacity for additional riders. On average, two of the three trips to Winfield are currently full because a majority of the available space in the van is taken up by the wheelchairs used by passengers travelling to dialysis appointments. If their fleet capacity is increased, offering coordinated service to Wichita will become a more realistic option for the region. Should demand prove sufficient, this may also include direct trips to Wichita that bypass Winfield.

Fare collection may also limit attracting riders to a coordinated service. In the event Elk County is able to transport more riders to Wichita, a fare system allowing riders to pay their local provider a single fare for the entire long-distance trip could be considered. Once these fares were collected, the initial trip provider would then distribute a portion of their fares to Elk County or whomever is making the long-distance trip to a specific regional center. This would require a coordinated fare structure and implementation of a revenue sharing agreement.

Coordinating or linking trips out of the Southeast Region could benefit from use of a coordinated scheduling / coordinated dispatching software. Currently, Elk County sends out an email once or twice a month listing pre-reserved trips to Winfield/Wichita and spare capacity for the next several weeks, to other transit providers in the region. This allows other providers to link their trips with Elk County's, but may limit the opportunity for more flexible trip scheduling. In addition, this method still requires a number of calls or emails between Elk County and other transit providers, and a high level of "active" coordination to ensure that accurate and punctual transfers occur between the multiple agencies. Expanded use of a coordinated scheduling or dispatching software may also assist in efficiently transferring passengers to and from the Wichita Transit system, and may limit the need for Elk County vehicles to circulate throughout Wichita.

PAOLA TRANSFER OPTION

In the past, Four County Mental Health, based in Independence, offered a trip to Kansas City once-a-week. Now, a trip to Kansas City is provided by a grant to RSVP (Retired Senior Volunteer Program), so Four County no longer offers it. While a majority of the demand within the region for services to regional centers is concentrated towards Wichita, counties in the northern section of the Southeast Region could take advantage of their proximity to adjacent counties in the East Central Region for trips to Kansas City. Assuming a route is implemented from Paola to the Kansas City area, riders in counties like Woodson, Allen and/or Bourbon could transfer from providers in the Southeast Region. The

transfer in the East Central Region could either take place in Paola or with other providers in the region, like those located in Anderson and Linn Counties.

CENTRALIZED DISPATCH / MOBILITY MANAGEMENT

While regional scheduling/dispatch and mobility management may help in implementing a regional route, this strategy may also ease coordination between local providers, with available capacity, who may pick-up additional passengers on their way to a regional center such as Kansas City or Wichita. Regional scheduling would allow the passenger and the providers involved, to make the necessary scheduling arrangements with one call, instead of multiple calls between multiple parties. A mobility manager could also collaborate with local operators to conduct outreach to unserved markets.

CAPACITY OF SOUTHEAST PROVIDERS

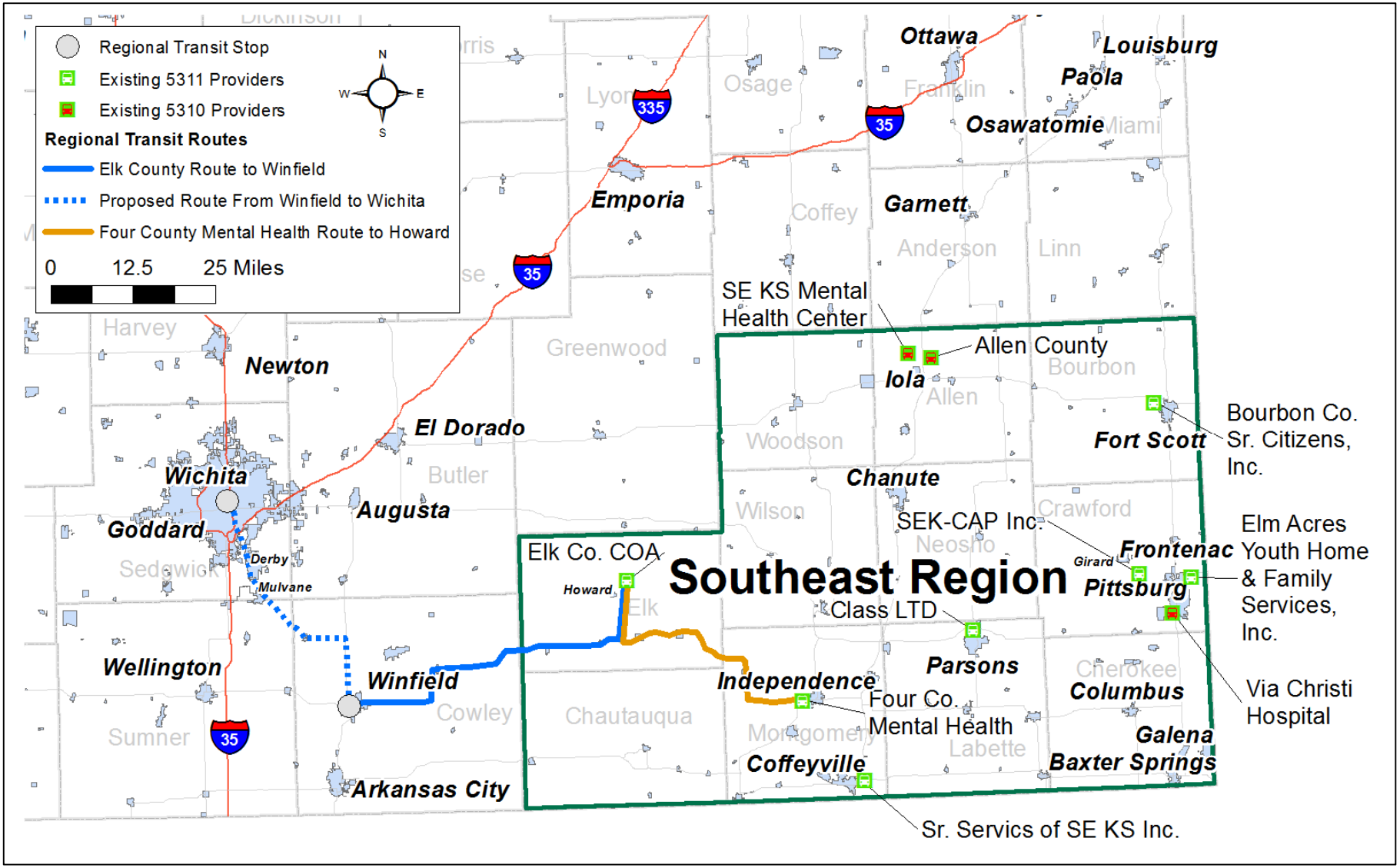
Implementing either one of the coordination strategies could cause demand for intercity trips to exceed the providers' current vehicle capacities. Those providers interested in coordination, but limited by their capacity, will need to explore increasing their fleet size. Before a decision is made on any new capital investments, it will be important to develop an understanding of the current capacities of providers in the Southeast Region. Both a provider vehicle inventory, gathered by KDOT, and a statewide provider survey was used to complete the information provided in Table 2. The table shows the fleet capacity and description of providers located in the Southeast Region.

Table 2 Vehicle Capacity of the Providers in the Southeast Region

Provider (city)	Fleet Total	% Capacity	Vehicle Fleet Description
5311 Providers			
Bourbon County Senior Citizens, Inc. (Fort Scott)	3	One person at a time	One 13-passenger van with lift and two passenger vans
Class Ltd. (Parsons)	19	Not available	One 12-passenger van, four 13-passenger vans with lifts, two 20-passenger transit buses with lifts, four passenger vans with ramps, and eight without
Elk County Council on Again (Howard)	2	20%	One passenger van with ramp and one without
Elm Acres Youth Home & Family Services. Inc. (Pittsburgh)	3	75%	Two passenger vans with ramps and one without
Four County Mental Health (Independence)	11	8-10 am: 90% 10 am-2pm: 50%	Four 13-passenger vans with lifts and seven passenger vans
SEK-CAP, Inc. (Girard)	25	Not available	One 12-passenger van, four 13-passenger vans with lifts and two without, twelve 14-passenger vans, three 20-passenger transit buses with lifts and one without, and one passenger van with ramp and one without
Senior Services of Southeast Kansas, Inc. (Coffeyville)	8	75%	Three passenger vans with ramps, two vans without ramps, and three sedans
Tri-Valley Developmental Services, Inc. (Chanute)	9	Not available	Six 20-passenger transit buses with lifts, two without, and one passenger van
5310 Providers			
Allen County (Iola)	1	Not available	One 13-passenger van with lift
Southeast Kansas Mental Health Center (Iola)	7	Not available	One 12-passenger van, 4 passenger vans, one 13-passenger with lift and one without
Via Christi Hospital (Pittsburgh)	5	Not available	Three 13-passenger vans with lifts, two passenger vans with ramps

Notes: Percent capacity operation was supported by providers' answers in a statewide survey on operating characteristics.

Figure 1 Southeast Region Providers & Routes to Regional Centers



To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Developing a Cost Allocation Model

Why create a cost allocation model?

Discussions with multiple transit providers throughout the state indicate that many operate under restrictions regarding the provision of service outside their home jurisdiction (primarily counties or cities). This stems from concerns of their governing and funding bodies about providing subsidized service to residents of other jurisdictions, or concerns that expanding the transit agency's service area will have an adverse impact on the level of service provided in the home jurisdiction. Often these concerns are related to the low number of transit vehicles operated by a single agency. Many transit providers in rural or small-town Kansas operate with only one or two vehicles, so providing service to one or two residents outside of their county or city necessitates not providing service to the agency's more numerous customers from their jurisdiction. Additionally, concerns are related to the transit agency not being able to recoup the full cost of the trip expenses to provide service to out-of-jurisdiction residents. Transit agencies, while aware that simply summing up fuel and driver salary costs do not fully capture the indirect cost of that trip, may not possess the analytical tools to determine the true cost of providing that service. The true cost of providing the service, in addition to fuel and drivers salary which may be a factor of the miles or hours driven, would also take into account the cost of the building the agency is housed in, maintenance costs of the vehicles, driver benefits, utility and phone costs, and administrators salaries and benefits. These costs, which may not be accurately reflected simply by dividing annual miles driven or annual hours operated, by total expenses, are termed indirect overhead costs. Without knowing these indirect costs, and how to allocate that cost to people or jurisdictions that aren't paying a local funding subsidy, transit agencies may not even know what price to quote to provide service outside of their funding jurisdiction, and simply implement a policy that restricts service to residents within the agency's home boundaries. This inability to accurately cost service can limit the amount of transit service available to residents in adjacent counties or cities. These external residents, or their counties or cities, may be willing to purchase or subsidize transit service from adjacent transit providers, but the transit agency doesn't know how to price the service to accurately capture both the agency's direct cost, such as fuel and salaries, as well as the indirect costs such as facilities, maintenance, and dispatching. Once these indirect costs are determined, jurisdictions without transit service may find that a sufficient amount of transit service can be purchased for their residents from an already existing, adjacent transit provider, at a more affordable cost than starting up a new transit service. The adjacent transit agency may also find, that residents from other jurisdictions are willing to pay the full price of a trip, even without subsidies from other jurisdictions.

These concerns can be partially mitigated through proper cost allocation[1]. Generally, accurate cost allocation can also help agencies more accurately forecast budgets, and understand the full financial implications of adding new service, or decreasing existing service.

Creating a Cost Allocation Model

There are various types of cost allocation. **Financial cost allocation** occurs when a transit agency benefits from services provided by other governmental units, and the transit agency wants to identify the costs of the services it receives, so the costs can be claimed as an expense for federal or state award grants. In **service based cost allocation**, a transit agency may offer various types of services under different programs or different contracts, and needs to ensure that the costs are fully recovered in each program. This would be the case if the transit agency provided contracted service to an adjacent county or community, and wanted to ensure that the local match for one jurisdiction, was not subsidizing the service of another jurisdiction[2]. This memo will focus on developing a service based cost allocation model. A more thorough examination of cost allocation is presented in *TCRP Report 144: Sharing the Costs of Human Services Transportation*.

Developing a cost allocation model is important because miles driven, and hours spent, accrue costs differently. A trip of 20 miles that takes 30 minutes incurs different costs than a trip of 20 miles that takes 4 hours and involves a driver waiting, and not driving, for a dialysis patient to finish treatment. The fuel burned and tires used may be the same, but the costs associated with the driver in the second trip, would be much higher. Likewise, a trip of 10 miles, has a different cost than a trip of 15 miles, even if both trips take the same amount of time.

Three general steps are involved in developing a cost allocation model:

1) Assemble Data
2) Assign Expense Line Items
3) Calculate Unit Costs

It is recommended to use twelve months of actual or projected transit expense and service data when creating a cost allocation model. This will better capture seasonal adjustments than using a single month's or a single quarter's worth of data. Service data would include vehicle-miles and vehicle-hours. Passenger trips can also be used as a metric, but may be less suitable for the highly variable nature of rural transit.

Assigning expense line items to one of three cost categories is the next step. Expenses need to be classified as either a fixed cost, variable by hours, or variable by miles. Costs that don't change in step with changes in service levels are fixed costs. An example of these may be the administrator's salary, utility bills, insurance, or printing and advertising. Expenses that fluctuate according to how many vehicle hours are provided, are expenses variable by hours. The primary example of these are drivers' salaries, and drivers benefits, since the number of drivers are directly correlated with hours of service.

---

[1] In August 2012 at the annual Kansas Public Transit Association (KPTA) conference, the Kansas Rural Transit Assistance Program (RTAP) sponsored the class "Cost Allocation Techniques, Applications, and Training."
[2] This would also be applicable if the transit agency offered charter service in accordance with 49 CFR 604, to ensure the charter service wasn't be supplied with federal monies.

Expenses that fluctuate according to vehicle miles, are expenses variable by miles. The primary examples of variable by miles expenses are expenses directly related to vehicle maintenance or operation, and often include mechanic salaries, fuel and lubricants, tires, and parts and supplies. Contracted expenses can be classified accordingly. Contracted maintenance services would likely be classified as an expense variable by miles. Contracted transportation, such as brokering service from another provider, could be classified as either variable by hour, variable by mile, or fixed, depending on how the contract with the other provider is structured. Contracted consultant or specialty services would likely be classified as a fixed cost, since those services are not directly correlated with the amount of miles or hours provided by the transit agency.

There are no specific rules on assigning specific costs to a specific category – only be consistent and be logical. It is important to understand if a cost does or does not changes according to service levels, and if that change is more closely associated with the number of vehicle miles, or the number of vehicle hours.

The last step in creating a cost allocation model is to calculate units costs. There are three calculations.

$$Allocated\ Hours\ Cost\ = \frac{Total\ Expenses\ Variable\ by\ Hour}{Annual\ Projected\ (or\ actual)\ vehicle\ Hours}$$

$$Allocated\ Miles\ Cost = \frac{Total\ Expenses\ Variable\ by\ Mile}{Annual\ Projected\ (or\ actual) vehicle\ Miles}$$

$$Fixed\ Cost\ Factor = \frac{Total\ Fixed\ Expenses}{(Total\ Expenses\ Variable\ by\ Hour + Total\ Expenses\ Variable\ by\ Miles)}$$

The equation for the fully allocated cost for service is:

{(Total Annual projected or actual Hours X Allocated Hours Cost)

+

(Total Annual projected or actual Miles X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual projected or actual Hours X Allocated Hours Costs)+(Total Annual projected or actual Miles X Allocated Miles Cost)]}.

Applying a Cost Allocation Model

Once the Allocated Hours Cost, Allocated Miles Cost, and Fixed Cost Factor are determined, the fully allocated cost for a new service, or modification to existing service can be easily determined. It's important to determine though, if providing additional service, or modifying existing service, would change the fixed overhead costs. This would be applicable for example, if new service necessitated

adding a dispatcher, in which case a new Fixed Cost Factor would have to be determined. If no additional fixed costs are projected to incur, then the number of projected miles and number of projected hours would just replace the number of actual hours and number of actual miles in the equation for fully allocated cost for service:

{(Total Annual **projected Hours** X Allocated Hours Cost)

+

(Total Annual **projected Miles** X Allocated Miles Cost)}

+

{Fixed Cost Factor X [(Total Annual **projected** Hours X Allocated Hours Costs)+(Total Annual **projected** Miles X Allocated Miles Cost)]}.

This assumes that the cost to provide one additional hour of service, and the cost to provide one additional mile of service, is the same as providing one existing hour of service, and one existing mile of service. This would multiply the projected miles and hours, by the cost of providing service for an existing mile and hour, and apply the existing overhead rate.

The following table is an example Cost Allocation Model.

Cost Allocation Model (SAMPLE)	Total Cost	Variable Cost		Fixed Cost
		Vehicle Hours	Vehicle Miles	
Vehicle Operations and Maintenance				
Labor				
Drivers Salaries and Wages	$ 724,260	$ 724,260		
Dispatcher Salaries and Wages	$ 37,877			$ 37,877
Mechanic Salaries and Wages	--		--	
Fringe Benefits				
Drivers Fringe Benefits	$ 180,133	$ 180,133		
Dispatcher's Fringe Benefits	$ 5,921			$ 5,921
Mechanic Fringe Benefits	$ -			$ -
Contract Maintenance Services	$ 116,521		$ 116,521	
Materials & Supplies				
Fuel & Lubricants	$ -		$ -	
Gasoline (110 5351)	$ 2,744		$ 2,744	
Diesel Fuel (110 5252)	$ 75,161		$ 75,161	
Vehicle and Equipment Fluids	$ -		$ -	
Gasoline (266 5351)	$ -		$ -	
Tires & Tubes	$ -		$ -	
Vehicle Parts/Supplies (110 5359)	$ 12,900		$ 12,900	
Vehicle Parts/Supplies (266 5359)	$ -		$ -	
Other Parts and Supplies	$ -		$ -	
Vehicle Licensing & Registration Fees	$ -			$ -
Purchased Transportation	$ -			$ -
Depreciation -- Passenger Revenue Vehicles	$ -			$ -
Depreciation -- Maintenance Facilities	$ -			$ -
Insurance --Passenger Revenue Vehicles	$ -			$ -
Leases & Rentals -- Passenger Revenue vehicles	$ -			$ -
Lease or Rental for Maintenance Facilities	$ -			$ -
General Administrative				
Labor				
Transportation Manager's Salaries and Wages	$ 80,954			$ 80,954
Director's Salaries and Wages	$ 68,058			$ 68,058
Other Administrative Salaries & Wages	$ 74,630			$ 74,630
Fringe Benefits				
Transportation Manager's Fringe Benefits	$ 11,842			$ 11,842
Director's Fringe Benefits	$ 5,921			$ 5,921
Other Administrative Fringe Benefits	$ 27,642			$ 27,642
Personnel Overhead Adjustment	$ 133,568			$ 133,568
Professional & Technical Services				
Other Specialty Service Fees	$ 571			$ 571
Physician & Medical Services	$ 572			$ 572
Other Contractual Services (110 5299)	$ 293,405			$ 293,405
Other Professional Services	$ -			$ -
Other Contractual Services (220 5299)	$ -			$ -
Other Professional Serivces (110 5279)	$ 8,509			$ 8,509
Legal Printing & Advertising	$ 46			$ 46
Printing and Duplicating	$ 1,087			$ 1,087
Postage	$ -			$ -
Materials and Supplies				
Food and Beverage	$ 1,470			$ 1,470
Natural Gas	$ -			$ -
Main/Constructuion Materials	$ 641			$ 641
Office Supplies	$ 4,895			$ 4,895
Office Equipment/Furniture $5,000 or Less	$ 1,153			$ 1,153
Utilities				
Telephone	$ 2,352			$ 2,352
Municipal Waste Charges	$ -			$ -
Insurance (other than Pass Rev Vehicles)	$ -			$ -
Insurance and Notary Bonds	$ 549			$ 549
Depreciation on Buildings & Equipment	$ -			$ -
Miscellaneous Expenses				
Dues & Subscriptions	$ 300			$ 300
Travel & Meetings	$ -			$ -
Repair/Maint-Bldgs/Grounds	$ 674			$ 674
Repair/Maint-Equip, Machinery	$ 940			$ 940
Food and Beverage	$ 1,471			$ 1,471
Leases & Rentals				
General Administration Facilities	$ -			$ -
Rent/Lease-Uniform Clothing	$ 12,261			$ 12,261
Rent/Lease-Equipment, Machinery	$ 4,419			$ 4,419
Total Costs	$ 1,893,447	$ 904,393	$ 207,326	$ 781,728
Annual Operating Statistics (Hours, Miles)		15,274.50	260,100.00	
Operating Unit Cost		$ 59.21	$ 0.80	
		Per Hour	Per Mile	
Annual Indirect Mileage Cost:		$ 3.01		
		Per Mile		
Total Cost Per Hour:		$ 123.96		
Total Cost Per Mile:		$ 7.28		
Overhead Rate (Total Fixed Cost as a % of Total Variable Cost)		70.32%		
Fully Allocated Cost for Service:		$ 1,893,447.00		
Scenerio Costing: Fully Allocated Cost for new or modified service		Projected Annual Hours		520
		Projected Annual Miles		5200
		Cost		$ 59,498.18

Total Cost

Variable Hour Cost

Variable Mile Cost

Total Fixed Cost

Variable Cost divided by variable unit (hours or miles)

Table Key

User Input Cell

Advanced Calculation

Total Cost divided by variable unit (hours or miles)

Total Fixed Cost divided by (Total Variable Hour Cost + Total Variable Mile Cost)

((Cost per hour X # hours)+(Cost per mile X # of miles))+Overhead Rate X ((Cost per hour X # hours)+(Cost per mile X # of miles Total Variable Mile Cost))

((Cost per hour X projected # hours)+(Cost per mile X projected # of miles))+Overhead Rate X ((Cost per hour X projected # of hours)+(Cost per mile X projected # of miles))

To: KDOT Advisory Team

From: Olsson Associates

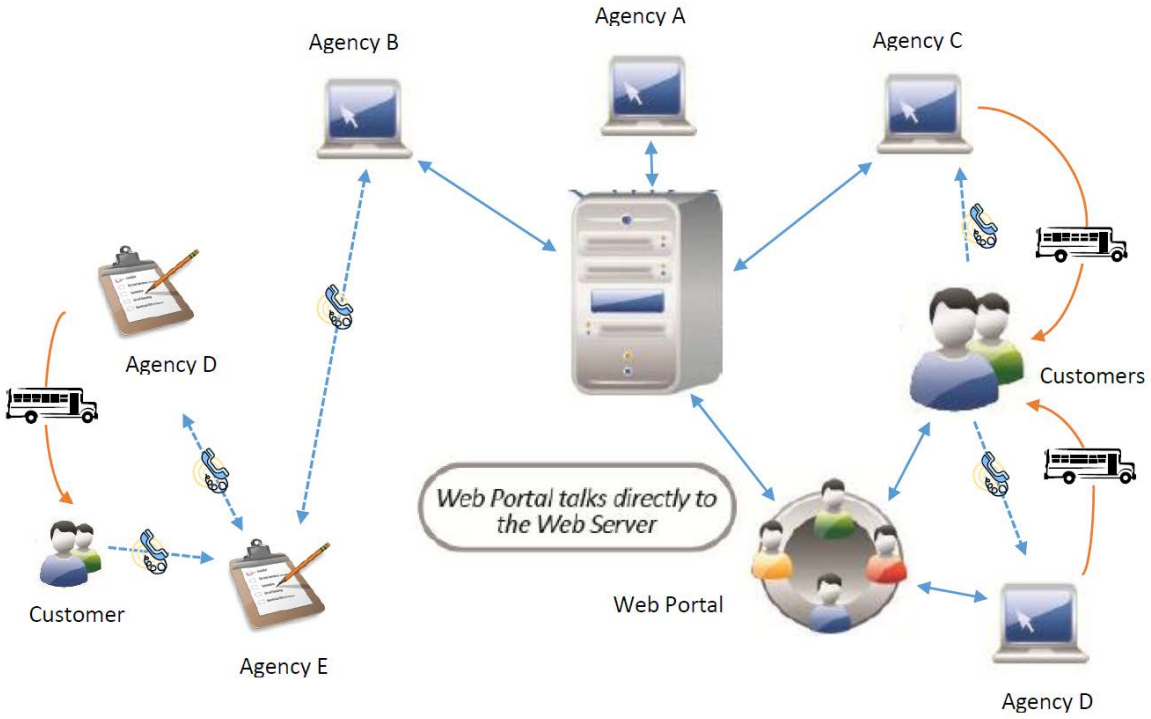
Date: March 28th, 2014

Subject: Centralized Scheduling/Dispatching

Regional Scheduling/Dispatch

The centralization of the scheduling/dispatching requirements associated with the provision of transit service can be an important component to a successful coordination strategy. There are varying degrees and varying levels of scheduling/dispatching centralization that can be considered. Three approaches incorporating varying degrees of centralization are described below.

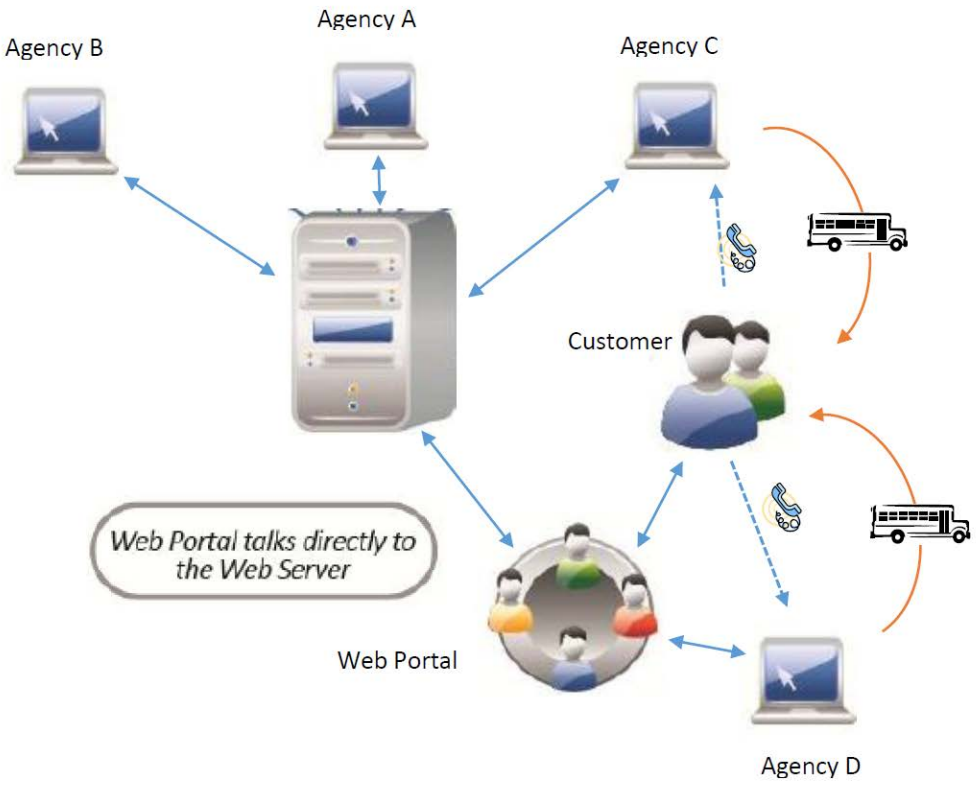
Option 1 – Centralized Scheduling of Regional/Long-Distance Trips



This option introduces the capability to schedule trips of a regional or long-distance nature that may involve more than one provider. It preserves the current process of scheduling local trips, but it does not preclude local trips from being scheduled and/or dispatched through a centralized location. Generally, the establishment of a centralized scheduling ability supported by software and hardware would be established. Agencies that have invested in the

scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would continue to schedule local trips within their respective service areas as they do now. Long-distance trips involving other agencies could be scheduled through a user interface to the centralized scheduling/dispatching system by the local agency on behalf of the customer or directly by the customer.

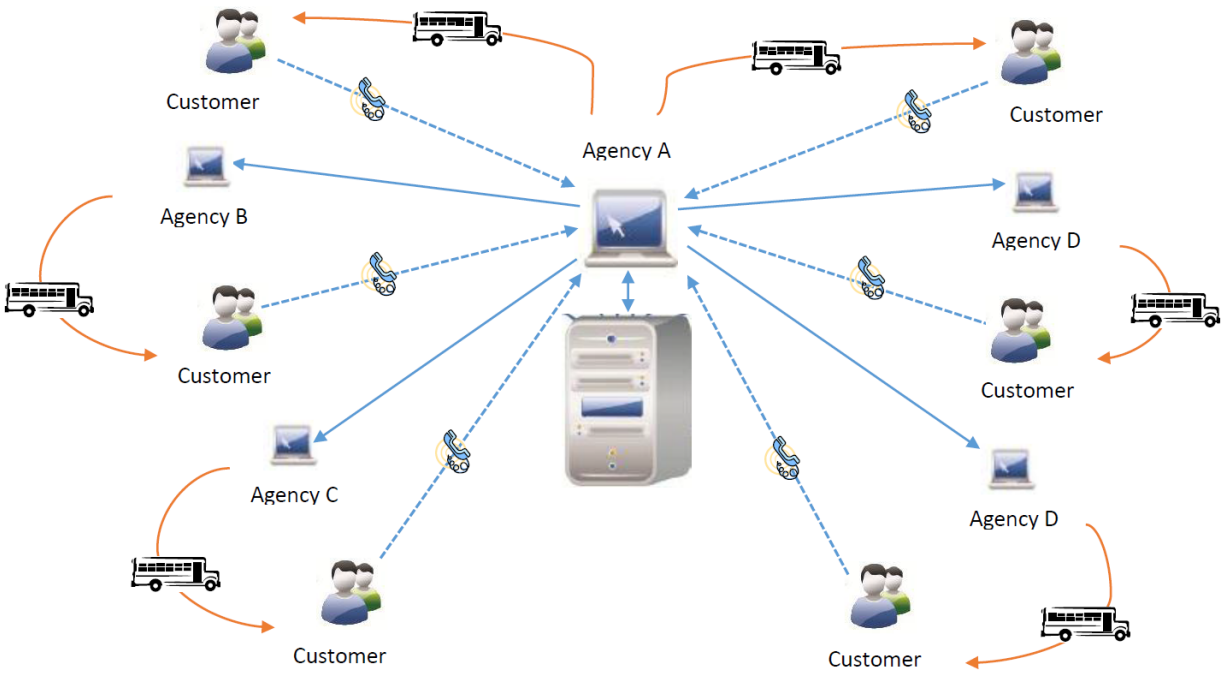
Option 2 – Centralized Scheduling of All Trips



This option introduces the concept of centralized scheduling of all trips without the requirement that all providers are invested in scheduling/dispatching technologies. Agencies that have invested in the scheduling/dispatching software/hardware would be able to take full advantage of a centralized scheduling dispatching capability and have access to information regarding provision of service at a regional level. Agencies that have chosen not to invest in the scheduling/dispatching system would schedule trip requests through a user interface to the

centralized scheduling/dispatching system. Customers would have the option of scheduling trips directly through the user interface without having to place a call to the local agency.

Option 3 – Centralized Scheduling of All Trips (Central Call Number)



This option describes a fully centralized scheduling system whereby all providers are invested into the scheduling/dispatching technology and, as a result, all trips are scheduled through a single reservation number.

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: Role and Responsibilities of Mobility Managers in the KDOT Regional Transit Business Model

ROLES AND RESPONSIBILITIES OF A MOBILITY MANAGER

The concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the customer level a mobility manager can serve as a clearinghouse of sorts for all available transportation services in their respective region. With this knowledge the mobility manager will be able to discuss travel options available to the customer and assist the customer in securing the appropriate transportation service necessary to meet his/her needs. In some cases, this may involve actually scheduling the trip on behalf of the customer with the appropriate provider(s). The mobility manger will also be able to provide information regarding service costs and service policies.

At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together. Mobility managers might work at a community, county or regional level to help improve transportation service.

To reach a cost efficient level of service that also meets customer needs, the American Public Transportation Association[1] has outlined three main goals of any mobility management professional:

1) Creating partnerships between a diverse range of community organizations (public, private, non-profit, for-profit, etc.) to ensure that transportation resources are coordinated effectively.
2) Using these partnerships to develop and enhance travel options for customers in the community or region.
3) Developing ways to effectively communicate those options to the public to inform customers' decision-making, focusing on enhancing customer service.

[1] As cited in Wichman, Chris. "What Does a Mobility Manager Do All Day?" *Kansas RTAP Fact Sheet*

MODELS FOR MOBILITY MANAGEMENT

Generally, there are two approaches to mobility management. One approach is for a transit agency to hire its own mobility manager with a primary responsibility to reach out to other transportation, employment, medical, and social service providers and fill in any gaps in transit service. The other approach is for the mobility manager to be employed by an organization that is independent of any transit agency. With this approach the mobility manager would be responsible for building partnerships among all possible providers to meet the service needs of an area.

FUNDING AND ADMINISTERING A MOBILITY MANAGEMENT POSITION

A myriad of models can be applied to funding mobility managers in rural areas. The cost of salary and benefits can be partially funded with 5311 program funding through the KDOT allocation process, with a twenty percent local match. The local match can be borne by a transit agency using its general operating budget. Using 5311 funding or other funding, KDOT could fully or partially fund the position on a one-year basis, or on a continuing year basis. Alternatively, the local match can be generated through funding agreements with multiple transit agencies, cities, and counties through an agreed upon formula. The overall cost of the position, including salary, benefits, and administration may be lower if the position is hired through an existing organization such as a transit agency or city or county government. In this scenario, even though a single agency may have "hired" the mobility manager, funding and duties for the position could come from partner organizations such as other transit agencies, cities, and counties.

Mobility managers' salaries are typically between $40,000 and $60,000, not including benefits. Advertising for the position could occur through announcements through the Kansas Public Transit Association (KPTA), national trade journals such as the American Public Transit Association's *Passenger Transport*, local job websites, and social media forums such as LinkedIn, and state-wide listserve networks of public administrators, urban planners, public health / public policy administrators, or social service agency administrators.

The appendix has a sample job description and job advertisement.

NORTHWEST REGION: ROLE AND RESPONSBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Northwest Region will be the introduction of a mobility manger. The mobility manager for the Northwest Region could be employed by ACCESS and located in Hays at ACCESS facilities.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the North Central Region. The mobility manager for the North Central Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another

throughout the region. A second option would be for the mobility manager to be employed by OCCK, Inc. and be located in Salina at the OCCK facilities. OCCK is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

FLINT HILLS REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

Two options may be feasible for the manner in which a Mobility Manager could function in the Flint Hills Region. The mobility manager for the Flint Hills Region could be completely independent of current operations in the region and work directly with the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region. A second option would be for the mobility manager to be employed by the Flint Hills Area Transportation Agency (ATA) and be located in Manhattan at the Flint Hills ATA facilities. The ATA is already functioning to some extent in coordinating rides throughout the region and is well suited to take on additional responsibilities.

With either option, responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

NORTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The Mobility Manager for the Northeast Region could be completely independent of current operations in the region and work directly with the Transit Planning Office of the Bureau of Transportation Planning at the Kansas Department of Transportation. The advantage of this arrangement would be that there would be no pretense or appearance of potential preference or partiality shown to one rider over another throughout the region.

Responsibilities of the Mobility Manager could include the following:

- Works closely with Transit Planning Office of the Bureau of Transportation Planning, KDOT, to assure the overall objectives of the Transit Business Model are being met and that funds for transit services in the region are being most optimally managed and directed.
- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Works with major employers in the region to assess opportunities to provide transit service for employees and/or assess opportunities for carpool/vanpool programs.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.

- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHWEST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

The most likely coordination concept to emerge from the Southwest Region is likely to retain each of the county/town-based transit operators, but will integrate their services with neighboring counties and regional center communities (Liberal, Garden City and Dodge City). In addition, new intercity service on a daily or weekly basis is also a potential concept to be supported in the coordination effort. The final element in the likely coordination concept is centralizing/regional zing service dispatch to more effectively schedule coordinated service and to reduce redundancies that are present in the individual operator systems that are present in the region.

Considering each of the potential/likely products of the coordination effort, the role of mobility manager in the region is likely to be most effective as:

- Providing a central point of contact for the county/town-based services (which would retain their planning and operating autonomy following implementation of coordination efforts) for transferring information relative to state and federal grant programs that would benefit the local services.
- Facilitate regional committee meetings and workshops.
- Assist in developing service and operating plans to provide a more effective inter-city service program. As there will be essentially “provider” communities/counties and “recipient” communities, there is the potential for too much program dictation by the provider. The mobility manager would provide a guiding hand to address equity issues that may arise.
- The liaison between the community/county-based operators and the central dispatching agency.
- Assist community/county-based operators with maintaining compliance requirements.

As there are three regional center communities in the Southwest area with fixed route and demand-response/paratransit service (at some point in the future), there may be the need for transit advocates in each of the centers. This position would address the outreach needs and, as the title suggests, be an advocate for maintaining a range of transit services that address the needs of the population and would be responsible for assisting individuals that need added attention relative to:

- Travel training based on the needs and capabilities of individual travelers.
- Coordination with medical providers.
- Obtaining fare funding assistance.
- Scheduling complex trips or inter-regional trips.

The geographic coverage of the region makes it very difficult for a single mobility manager or a centralized manager format to adequately serve the diverse needs of the region. These advocates would work closely with the regional mobility manager, but would be staff positions within the individual community/county-based organizations.

CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the Central Region will be the introduction of a mobility manager. The Central Region mobility manager position could be employed through RCAT, but as a contracted employee responsible to a governing stakeholder body of the Central Region, outside of the RCAT organizational hierarchy. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.

- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

EAST CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the East Central region would be facilitated by the introduction of a mobility manager. The East Central Region mobility manager position could be employed through LCAT, but as a contracted employee that answers to a body of stakeholders, and outside the hierarchical organization of LCAT. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTH CENTRAL REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

An essential element to the success of a coordinated approach to providing public transit service in the South Central Region will be the introduction of a mobility manager. This mobility manager will focus on coordinating transit services among providers in the counties of Kingman, Harper, Harvey, Sumner, Butler, and Cowley County, and the rural areas of Sedgwick County, particularly on longer distance trips, and trips into the urban Wichita area. Wichita Transit is currently developing a mobility manager position that will focus on coordinating transportation services within the urban area. The rural mobility manager and the urban mobility manager will work closely together. The South Central Regional (rural) Mobility Manager could be employed through Wichita Transit, but as a contracted employee responsible to a governing stakeholder body of the South Central region, outside of the Wichita Transit organizational hierarchy.

Responsibilities of the Mobility Manager could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

SOUTHEAST REGION: ROLE AND RESPONSIBILITY OF THE MOBILITY MANAGER

A coordinated approach to providing public transit service in the Southeast Region would be facilitated by the introduction of a mobility manager. The Southeast Region mobility manager position could be employed through SEK-CAP, Inc., but as a contracted employee responsible to a governing stakeholder body of the Southeast Region, outside of the organizational hierarchy of SEK-CAP, Inc. A primary responsibility of the mobility manager would be to identify and coordinate the long distance trips performed by transit providers in the region.

Responsibilities of the Mobility Manger could include the following:

- Schedules and coordinates the provision of trip requests for inter-community and inter-regional transportation service.
- Promotes, enhances, and facilitates access to transportation services, including integration and coordinating services for individuals with disabilities, older adults, and low-income individuals.
- Supports short-term management activities to plan and implement coordinated services.
- Provides coordination services with medical service providers, human service organizations and employers.
- Develops one-step transportation traveler call center to coordinate transportation information on all travel modes and to manage eligibility requirements and arrangements for customers among supporting programs.
- Develops travel training—new training programs for individual users on awareness, knowledge, and skills of public and alternative transportation options available in their communities. This includes travel instruction and travel training services.
- Develops new ways to remove barriers for transportation to and from jobs and employment support services for people residing in rural areas.
- Coordinates contracts for transportation services between service providers and between local jurisdictions.
- Assesses client needs and identifies travel options.
- Analyzes routes and offers suggestions to be the most cost effective to clients.
- Provides adequate training and knowledge of the different types of services available to the region's residents.
- Cooperates with regional transportation service providers to insure optimum transportation opportunities for customers in light of mandates, regulations, and expectations.
- Assists in developing printed material and forms to make information clearly obtainable for those using any of the various transportation programs in the region.
- Facilitates regular meetings of public transportation providers in the region in order to develop collaborative strategies to improve regional mobility.

JOB DESCRIPTION

Mobility Manager

Summary of Position:

Responsible for aiding in improving transportation services by building awareness among decision makers, transit service providers, and the general public on issues and resolutions related to coordination of transportation to improve access to healthcare, education, employment and social services.

Specific Tasks:

- Advocates for the general public and the critical needs in transportation services.
- Develops and coordinates feasible solutions for local communities, business and agencies to aid in better transportation management.
- Initiates and maintains extensive contacts with key agencies to identify needs and ensure visibility and positioning to offer resources.
- Serves as a community liaison to assist agencies and organizations to meet the essential transportation needs of the community.
- Identifies, coordinates, and completes federal, state and community grant applications to gain funding.
- Participates in the local budgetary process for local transit agencies, cities, and counties, to identify the necessary local funding to supplement federal, state, and other funding sources.
- Establishes and fosters ongoing relationships with various agencies
- Monitors regulatory changes that affect funding and assist agencies and organizations in anticipating and responding to these changes
- Assists or leads in planning, coordinating, and executing mobility initiatives, including developing programs and systems for carpools, vanpools, and regional dispatch.
- Engages and educates the community, professional groups, and media

Requirements:

- Strong interpersonal skills, adept at developing relationships
- Successful experience in all aspects of transportation mobility
- Ability to influence and persuade to achieve desired outcomes
- Possess a working knowledge of transit and mobility management concepts including developing carpools, vanpools, and coordinated dispatch
- Strong ability to communicate and coordinate actions across geographical locations

- Ability to travel locally
- Minimum of 2 years of transportation mobility experience
- Bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

JOB ADVERTISMENT

Mobility Manager

Mobility Manager

Organization seeking a Mobility Manager for an area of "#" counties in "central" Kansas. Responsibilities will include coordination and execution of existing transit services and resources to better serve the local community. Ideal candidate will have a minimum of 2 years of transportation mobility experience and a bachelor degree in Public Health Policy, Urban Planning, Business, Public Administration or related field.

Equal Opportunity Employer

To: KDOT Advisory Team

From: Olsson Associates

Date: March 28th, 2014

Subject: KDOT Regional Transit Business Model – Central Region Transit Advisory Panel

INTRODUCTION

Surveys asking stakeholders to prioritize 13 locally identified needs within their respective regions were used to designate four primary needs to be addressed in further detail. One of the primary needs identified in several regions was the need to establish/continue regular communication between stakeholders. Options to address this primary need included establishing a transit advisory panel. This memo reviews the critical elements of a transit advisory panel that would work to facilitate regular communication between the region's stakeholders.

The following elements should be considered when establishing a transit advisory panel including:

- What is the main purpose of the panel?
- What tasks would the panel be responsible for?
- Who would be represented in the panel?
- What organization(s) would the panel be governed by?

PURPOSE

Advisory committees are defined by FHWA and FTA as "a representative group of stakeholders that meets regularly to discuss issues of common concern."[1] The main purpose for a transit advisory panel in many of the transit regions in Kansas would be to work in conjunction with a region's mobility manager(s). The mobility manager in this case would be charged with coordinating communication among all transportation providers and stakeholder in the region. Not only could the panel be a group for the mobility manager to report to, but could also support communication between providers and stakeholders in their efforts to increase the value and role of transit in the region to meet the needs of people and organizations. In many regions there is no formal communication venue that brings these groups together currently, so implementing such a panel would offer those the opportunity to both address the current needs and any future needs.

[1] Hull, K. (2010). Effective Use of Citizen Advisory Committees for Transit Planning and Operations. Transit Cooperative Research Program (TCRP) Synthesis 85, published by Transportation Research Board, Washington, D.C., 2010.

REPRESENTATIVES

In order to identify needs throughout an entire region, a diverse group of individuals must be invited to represent the panel. Members would surely include the providers and transit riders in the region. In the Central Region for example, there still remains three counties without either a 5311 or 5310 provider including Marion, Stafford and Barber Counties, so individuals from those counties should also be invited. The involvement of government representatives in this panel could also speak on the behalf of the citizens they represent and the barriers or opportunities involved with future coordination strategies.

Below are a few groups identified as potential representatives for the transit advisory panel. These representatives can either be selected by special invitation or through an application process.

- Transit providers and riders
- Riders with disabilities
- Public health organizations
- City or county representatives
- KDOT staff, other
- Major Regional Employers
- Medical Facilities or Centers
- Community Colleges or Universities.

RESPONSIBILITIES

In the event a transit advisory panel is created, responsibilities would be limited given the majority of members being volunteers. The tasks for the panel would be dedicated mostly to overseeing and supporting the tasks of the mobility manager. However, there are many other opportunities for an advisory panel to be involved in including:

- Creating an annual work plan
- Sharing of data between organizations
- Implementation of future KDOT funded projects
- Organization of transit advocacy events

GOVERNANCE

Transit advisory panels can be organized differently depending on the make-up of the region. One option would have the panel organized under a group independent from any of the counties or providers in the region. This option may require a new organization to be created, but would separate the group from any perception of bias towards any given area of the region. Other possible governance structures could be based around a group of providers or counties. Whoever the panel is governed by, the management of an advisory panel is usually done one of two ways. Either the meetings are run by a

chairperson, with the assistance of an agency or mobility manager, or the panel can be managed and facilitated by a mobility manager, staff or consultants. In this case, the panel would either not include a chairperson or include a chairperson who serves as an external spokesperson for the panel with limited responsibilities at the meeting[2].

[2] *Public Involvement Techniques for Transportation Decision Making, Federal Highway Administration/Federal Transit Administration, U.S. Department of Transportation, Washington, D.C., 2002.*

Southeast Regional Committee Meeting
Meeting Notes from Girard

Girard Meeting

September 18th, 2014

A sign-in sheet for the meeting is attached. Transportation providers from Class LTD, Four County/Connections, SEK-CAP, Elm Acres/DCCCA, Tri-Valley Development Services, Elk County Council on Aging, and Senior Services of Southeast Kansas were present. Representatives from the City of Coffeyville, Crawford County and KDOT were also present. 5311 recipients were required to be present at the meeting.

Josh Powers and Cory Davis were the KDOT representatives.

Mark Swope from Olsson Associates facilitated the meeting with Jon Moore and Tamara Klein.

Introduction

Josh Powers began the meeting reminding stakeholders this is the final meeting planned for the KDOT Regional Transit Business Model Implementation project. The majority of discussion expected for this meeting concerns governance and financing for the strategies.

The range of strategies discussed are not required and participation in the strategies is not mandatory for any 5311 provider. With that being said, KDOT believes this is a great opportunity to improve regional transit service throughout the state. The main points of discussion should not be a surprise to anyone if you all have hopefully been able to either regularly attend these meetings or have been communicating with KDOT staff and/or Olsson Associates.

Two important dates were discussed including January 1st and July 1st, 2015.

January 1st is when the study team and Olsson Associates is finished with the project. Following that day, it is up to KDOT staff and the transit providers to continue the process towards implementing the suggested strategies discussed these last two years. It will be vital to continue communicating with your agency and constituents to see which strategies make the most sense for your region.

July 1st is when the existing 15 CTD boundaries will be consolidated into the nine proposed regions. The existing structure of each coordinated transit district will mostly stay the same. Changes experienced will be due to the shifting of boundaries; resulting in some counties being added or subtracted from the original CTD structure. Some regions will experience larger changes than others. The urban counties of

Shawnee, Douglas, Johnson, Wyandotte are not yet attached to either of the proposed CTDs. Additional discussion is needed before identifying where these counties fit in with the other CTDs.
The proposed strategies being discussed in this meeting will more than likely be considered for implementation in next year's grant cycle. However, if the region feels like they are ready to implement earlier than other regions, they should let KDOT staff know.

There is a lot the region can accomplish over the next three to five years. The last effort at this wasn't as successful, so it is important to take this process at a slow and concentrated pace. The implementation team needs feedback from the group in order to help refine the proposed strategies, so they reflect the region's desired path towards making rural transit service in Kansas more efficient and responsive to the diverse transit needs of Kansans.

Focus of Today's Meeting
Mark Swope began the presentation informing stakeholders Tom Worker-Braddock, from Olsson, was not able to make it to this round of meetings, but is still heavily involved in the project and will continue to contact you all till the end of our involvement in the implementation project. Mark reviewed the main focus points of the meeting are to discuss refining the proposed regional strategies, what happens to the CTDs, outlining the next steps and keys to implementation. The presentation is intended to be more of an open discussion between all the stakeholders than a straight-forward presentation.

The regional strategies to be implemented for this region include regional intercity service, mobility management, and centralized scheduling/dispatching. Regional governance was originally not included in the list of strategies for the region, but it is critical in supporting the implementation of any given strategy.

Regional Intercity Service
There are two opportunities for inter-regional services. The long term strategy involves a route travelling from Girard to Paola. This was suggested only if the East Central Region's Paola route was implemented as well. Riders would theoretically transfer onto the Paola route for trips into the Kansas City metro. The other inter-regional service focuses on coordinating with Four County Mental Health and Elk County to transport riders into Wichita. Service is already being offered, but additional capacity is needed before any additional coordination efforts can be made. Cory Davis indicated to the group this route is more of a short term opportunity to get something going quickly that provides a connection to an activity center such as Wichita.

Mobility Management
Mark Swope explained the Mobility Manager will have somewhat different responsibilities depending on the region, but with a similar framework of duties. Two of the most common areas of concentration for the position statewide will be ride planning and regional coordination. Ride planning duties would involve interaction with riders, but will be mostly geared towards communicating with agencies and other employers and medical providers. Regional coordination duties would include outreach

opportunities like communicating with jurisdictions wanting transit service. Depending on the needs of the region, the position may be either a full or part-time employee with an unofficial budget of around $150,000 annually.

Hiring of this position will be critical in moving forward with the other strategies in the region. The mobility manager's proposed location is to be in Girard, at the SEK-CAP facility. The position may be under the payroll of SEK-CAP, but the arrangement would be under a contract or Memorandum of Understanding (MOU) with the yet-to-be created transit association. Their work is in support of the region as a whole and not for any individual provider, including the host agency. Identifying a location already with sufficient resources to house an additional employee will result in substantial cost savings. After reviewing the total allocation costs for each jurisdiction, Mark asked the group for any comments or questions for the strategy.

Questions/Comments

- Stakeholders pointed out that one of the main benefits they would see from having a mobility manager is education. Riders want to know where and when the bus is and what it looks like. Also, educating elected officials on the regional strategies is important in acquiring the needed local match for the strategies.

- There was some discussion of having the Mobility Manager located in Chanute since it is more centrally located in the region. However, SEK-CAP is a community action program and does many other things than transit, so they're positioned to lessen the investment more than other agency in the region.

Centralized Scheduling/Dispatching

In many of the regions across the state, this strategy involves scheduling/dispatching only the regional route trips and not all public transportation-based trips. In this region, the location for scheduling and dispatching is proposed for Girard. SEK-CAP has sufficient capabilities and space to house any additional equipment or staffing needs in supporting the implementation of the regional strategy. Like the mobility manager position, dispatchers would be working under the provision of the yet-to-be created transit association. Currently, KDOT contracts with Trapeeze for their dispatching software. Discussions have been made regarding competing software providers. It is still undecided which software KDOT will choose to implement. The current cost allocation for this strategy is based on only the scheduling/dispatching of regional trips. A significant portion of the cost for implementation will be covered by KDOT; making the local match responsibility very low.

Regional Governance

Mark Swope described the roles and proposed governance structure for the new region by first describing the relationship between the Regional Public Transportation Coordination Association (RPTCA), the Regional Public Transit Coordination Board and the Coordination Advisory Committee. While working under the umbrella of the RPTCA, both the board and advisory committee would work

with the region's Mobility Manager to implement strategies within the region. The governing board would be made up of members with voting power, affiliate members and an ex officio member likely working for KDOT. Members of the board would include elected or appointed officials representing groups who cover a portion of the local match responsibilities to provide public transit service. Affiliate members would include elected officials or their designees from counties that do not offer transit service and counties with transit service who are not part of the KDOT program.

While the board's main purpose is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance coordination plans in the region, the Coordination Advisory Committee (CAC) would act as a replacement for the current CTD committee and provide a forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the RPTCA board for input on new or consolidated service, and information sharing. Members of the advisory committee will include representatives from both 5311 and 5310 providers, as well as an ex office member staffed by KDOT.

Questions/Comments

- SEK-CAP representatives had some concerns differentiating between the advisory committee and the coordination board. Josh Powers felt like the region could potentially start with an advisory committee, hire a Mobility Manager and then create a formalized board. Mark Swope let the group know the reason the board was proposed originally was to have an entity that could assemble an MOU or contract for the mobility manager position. The final decision is not supposed to be made by the end of the meeting.

- Mark Swope added that it will be important for the board/committee to have a clear list of responsibilities. Without this guidance, the organizations will not be productive. The proposed duties will be outlined in the coming months for both the board and the advisory committee.

Next Steps/Conclusion

The next steps in the process will include refining strategies. In addition, the study team will be developing performance measures, a priority implementation strategy, searching for other funding opportunities and finalizing the governance structure. Input collected from the September meetings will also be considered during these final steps before the project is wrapped up.

Josh Powers concluded by reminding the group this was not meant to be a top-down approach. The regional efforts are not mandatory. The strategies being considered for the region are accepted by the stakeholders of the region, so the strategies are not being forced on the region without say. Everything we've done so far has been based off stakeholders' support of the strategies. KDOT's not prescribing them to the regions.

Don't feel like this money is going away either. Funding for transit is protected by Kansas Statute. The money has only been available for one year, so KDOT is not fearful of funds going away any time soon.

However, if strategies are not implemented or money is not accepted, more new money will be given to regions with more involved providers and more developed strategies. Some strategies require very limited buy-in per county for a much larger benefit, i.e. mobility manager.

Let KDOT or Olsson Associates know if any questions arise in reference to the implementation effort along the way.

Regional Committee Meeting #4 – Agenda

September, 2014
Hutchinson (9/10, 9:00 AM – 11:00 AM), Garden City (9/10, 2:00 PM – 4:00 PM)
Hays (9/11, 9:00 AM – 11:00 AM), Wichita (9/11, 2:00 PM – 4:00 PM)
Salina (9/16, 9:00 AM – 11:00 AM), Manhattan (9/16, 2:00 PM – 4:00 PM)
Horton (9/17, 9:00 AM – 11:00 AM), Girard (9/18, 9:00 AM – 11:00 AM)
Emporia (9/18, 2:00 PM – 4:00 PM)

1. **Introductions and Reintroductions**
2. **Regional strategy refinement**
   a. Concept
   b. Cost allocation
   c. Support on strategies or sub-strategies to advance for implementation
      i. Timeline for individual strategies (discussion)
      ii. Participants and Roles
3. **What happens to the CTD**
4. **Next Steps | Keys to implementation**

If you have any questions, please contact:

Mark Swope
Olsson Associates
913-381-1170
mswope@olssonassociates.com

Cory Davis
KDOT
785-296-7984
coryd@ksdot.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE – Southeast Regional Committee Meeting #4 **DATE –** 9/18/14

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jim Bradshaw PH: 620-252-8796	Deputy Director of Public Works City of Coffeyville	jbradshaw@coffeyville.com
Bob Davis PH: 620-429-1212	Director of Transportation CLASS LTD	bob.davis@classltd.org
Randy Trotter PH: 620-515-3399	Four County/Connections	rtrotter@fourcounty.com
Eric Valle PH: 620-464-3062	Four County MHC/connections	evalle@fourcounty.com
Jim Emerson PH: 620-724-6390	Crawford County Commissioner	jime@ckt.net
Jim Dickers PH: 6207248204	SEK-CAP	jimd@sek-cap.com
Kit Parks PH: 620-231-9840	Elm Acres/DCCCA	kparks@dccca.org
Michelle Lerman PH 620-431-7401	Finance Director Tri-Valley	mlerman@tvds.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Lea Chickadanz PH: 620-431-7401	HR Director Tri-Valley Develop. Ser.	lchickadanz@tvds.org
Steve Lohr PH: 620 724-8204 x 1015	SEK-CAP	stevelohr@sek-cap.com
Rick Beecianer PH: 620-374-2403	Director Elk County Council on Aging	ecca2010@hotmail.com
Elaine Money PH: 620-251-7313	Transportation Coordinator Senior Services of SEK	money@sek seniorservices.org
Mark Swope PH:	OA	
Jon Moore / Tamara Klein PH:	OA	
Cory Davis PH:	KDOT	
Josh Powers PH	KDOT	

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Southeast Regional Committee Meeting #4

September 18, 2014

OLSSON URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Introductions & Reintroductions

OLSSON URS SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

- Regional Strategy Refinement
- What Happens to the CTDs
- Outline Next Steps & Keys to Implementation

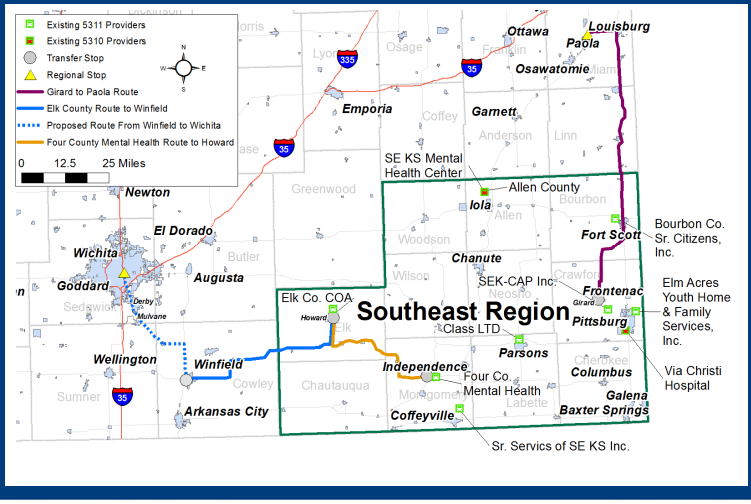
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Strategies

- Regional Intercity Service
- Mobility Management
- Central Scheduling/Dispatching

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service - future



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Intercity Service

- Timeline
  - Elk County Route
    - Near term (2015 – 2016)
  - Girard to Paola Route
    - Long term (After FY 2017)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Mobility Manager Responsibilities
- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

- Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
- Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Mobility Management

- Cost Allocation

Southeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Operations/Personnel	Funding Responsibility	100%	0%	80%	20%
	Allocated Funds	$150,000	$0	$120,000	$30,000

County	Population	5311 Provider	Year 1 Local Match	Year 2+ Local Match
Allen	13,364	YES	$0	$3,338
Bourbon	15,060	YES	$0	$3,698
Chautauqua	3,654	NO	$0	$0
Cherokee	21,521	NO	$0	$0
Crawford	39,133	YES	$0	$8,810
Elk	2,856	YES	$0	$1,106
Labette	21,574	YES	$0	$5,081
Montgomery	35,167	YES	$0	$7,967
Neosho	16,501	NO	$0	$0
Wilson	9,368	NO	$0	$0
Woodson	3,311	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

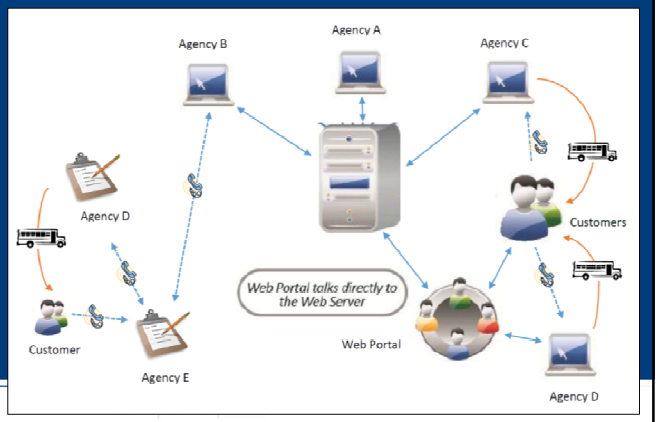
Mobility Management

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- System Structure
  - Option 1 – Centralized Scheduling of Regional/Long Distance Trips



- Location

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Cost Allocation

Southeast Region		Year 1		Year 2+	
		State/Fed	Local	State/Fed	Local
Asset/Hardware	Funding Responsibility	100%	0%	100%	0%
	Allocated Funds	$100,000	$0	$0	$0
Operations/Personnel	Funding Responsibility	80%	20%	80%	20%
	Allocated Funds	$20,000	$5,000	$20,000	$5,000

County	Population	5311 Provider	Year 1 Local Match	Year 2+ Local Match
Allen	13,364	YES	$526	$526
Bourbon	15,060	YES	$592	$592
Chautauqua	3,654	NO	$0	$0
Cherokee	21,521	NO	$0	$0
Crawford	39,133	YES	$1,539	$1,539
Elk	2,856	YES	$112	$112
Labette	21,574	YES	$848	$848
Montgomery	35,167	YES	$1,383	$1,383
Neosho	16,501	NO	$0	$0
Wilson	9,368	NO	$0	$0
Woodson	3,311	NO	$0	$0

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Scheduling/Dispatching

- Timeline
  - Near-term (2015 – 2016)
- Participants and Roles

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Governance

- Proposed Governance Structure
- What Happens to the CTD's?

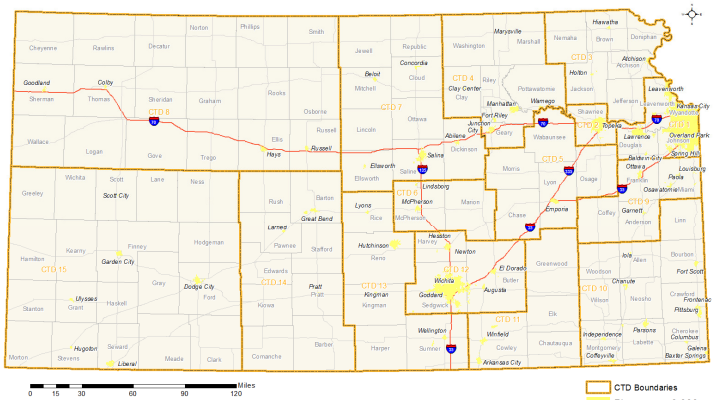
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Proposed Governance Structure

- Regional Public Transportation Coordination Association
  - Regional Public Transit Coordination Board
  - Coordination Advisory Committee
  - Regional Mobility Manager
- Responsibilities
  - RPTCA
  - Local Provider

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

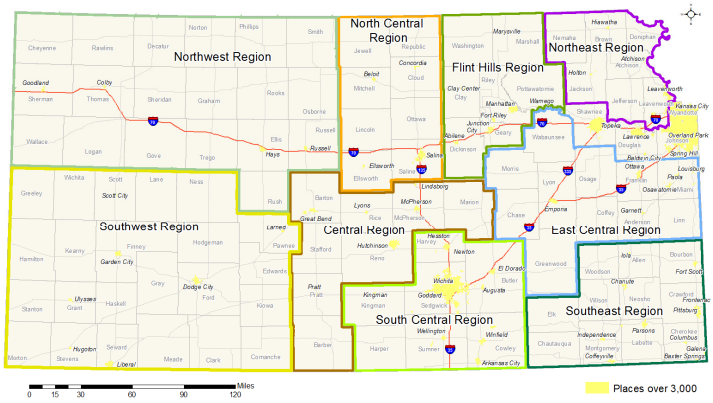
What Happens to the CTDs?



Kansas Statewide CTDs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What Happens to the CTDs?



Potential Regions

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

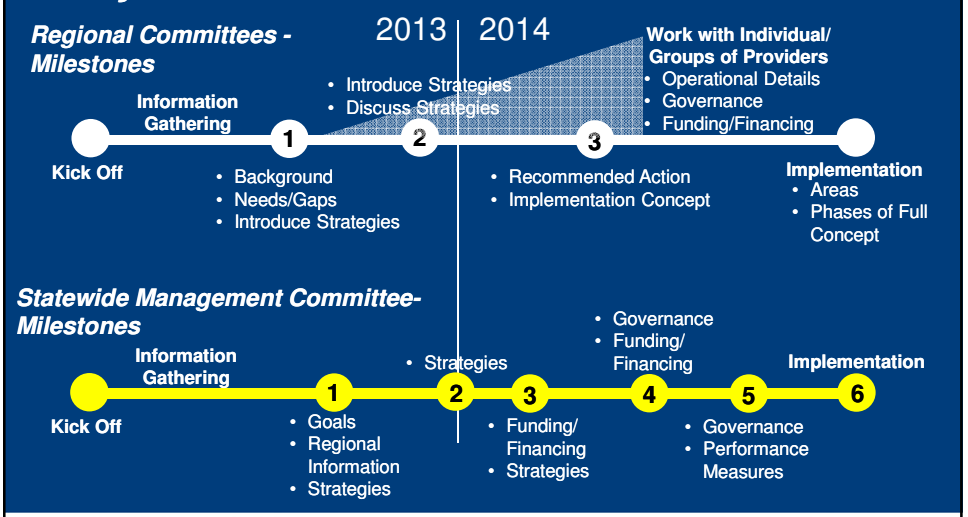
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Timeline



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Southeast Regional Committee Meeting #4

September 18, 2014

OLSSON ASSOCIATES | URS | SRF

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: September 2014

Subject: KDOT Regional Transit Business Model – Southeast Regional Strategy Refinement

REGIONAL STRATEGIES

This memo reflects a refinement of the regional strategies. The summarized results of the regional route, mobility manager and coordinated dispatch strategies are intended for regional stakeholders. Illustrative cost and funding allocations for regional strategies are detailed in the September 3rd, 2014 memo "Local Match Allocation Model."

Regional Routes

This section lists the characteristics of each region's proposed regional transit routes. Coordination concept memos detailing the specifics of each regional route have been developed prior. The findings presented in this section have been sourced from those earlier memos, along with input gathered from stakeholder surveys, meetings and one-on-one conversations with providers.

Below are the elements used in evaluating each route in any given region. These quantitative and qualitative topics will then be used to classify each route as either a near term, mid-term or long term strategy. Refer to Figure 1 for a statewide view of all the proposed regional routes and Figure 2 for a view of the routes with their proposed implementation periods.

Estimated Annual Ridership – The estimated roundtrip ridership for a given regional route in a single calendar year. Ridership was determined according to the *Transit Cooperative Research Program (TCRP) Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. The estimates originate from a regression model based largely on a function of the average origin population and the number of stops on the route. Ridership is subject to the defined level of service for each route.

Annual Operating Cost – The annual cost to operate a regional route at a given frequency. Annual operating cost was determined by multiplying a per mile operating cost by the total annual miles driven. The cost per mile factor came from TRACK data, provided by KDOT, supporting the annual cost per mile for a provider to operate services from August 2012 to July 2013. In each case, the regional route used the cost per mile associated with the operator that's expressed interest and ability to operate each particular route. Annual operating cost is subject to the defined level of service for each route.

Annual Operating Cost per Rider – The annual operating cost for each forecasted passenger to ride the route. Cost per rider was found by dividing the total annual operating cost by the estimated annual

roundtrip ridership. Annual operating cost per rider is subject to the defined level of service for each route.

Capital Cost – The cost needed for any capital investments related to operating a given regional route. Capital costs include expenses such as new vehicles and bus stop amenities. These costs can be minimized by taking advantage of providers' excess resources such as lesser used vehicles or maintenance facilities. Capital cost is subject to the defined level of service for the route.

Average Fares – The average amount a rider would be charged for a roundtrip ticket on a regional route. Fare levels can range greatly depending on the amount of operating cost stakeholders intend to recover, as well as how fares are distributed along the route. Three fare levels are figured based on either recovering 10, 25 or 50 percent of the total annual operating cost from fares. Examples of fare structures can include using a flat trip rate, a per-mile rate or a flat rate based on distance to the activity center.

Travel Time – Estimated time it takes for the vehicle to travel from the origin of the route to the activity center. Travel times include factors such as boarding time at stops along the route and the time needed to drop-off passengers at their intended trip purpose within the larger activity center, assuming the route calls for route deviation.

Mileage – Total one-way trip mileage of a regional route. If the route calls for deviation in the activity center, additional mileage is included to account for pick-up and drop-off of riders to their destination(s).

Intercity Stops Population – Total population of cities located along the regional route.

Activity Center Population – Total population of the regional route point of destination.

Major Trip Generators – Resources available in the major population center connected by the route.

Current Coordination Level – Coordination activities currently happening within the region.

Level of Coordination Needed – What coordination efforts are needed in order to operate the proposed route.

Stakeholder Response – Following discussions with stakeholders, interest in the implementation of the regional route(s) is gauged.

Proposed Implementation Period – Based on the information collected for each regional route, a time period is chosen for the implementation of the route. Implementation of each routes' level of service and operating characteristics are also included in this section. Anticipated timeframes for each implementation period is as follows:

- Near Term: (FY 2015 - 2016)
- Mid-Term: (FY 2016 -17)

- Long Term: (After FY 2017)

The following sections outline the region's proposed route(s) including a review of each route's operating characteristics and how it performs according to the elements described above. Figure 1 and Figure 2 identifies the near term, mid-term and long term strategies across the state.

Figure 1 Proposed Regional Routes

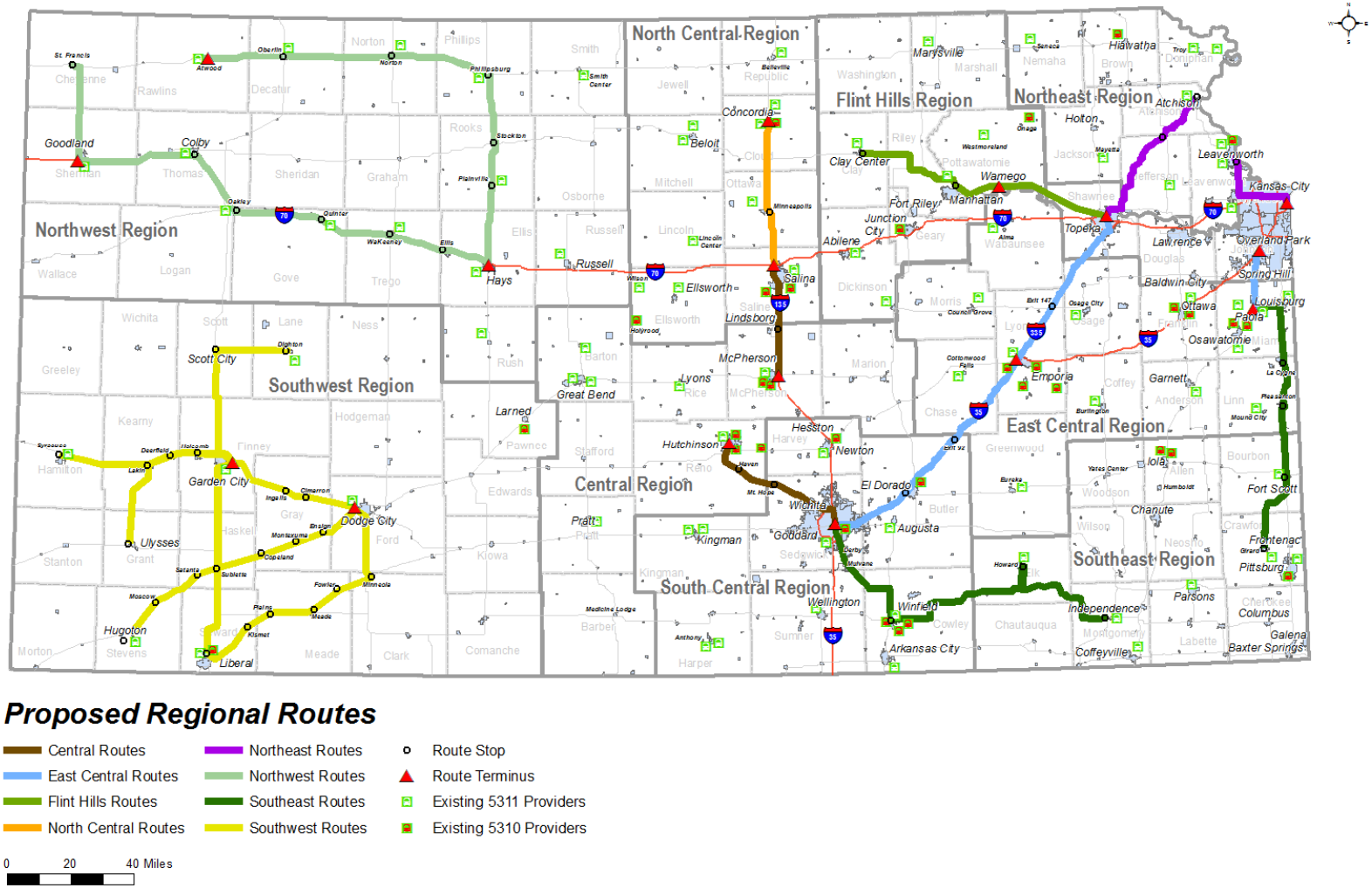
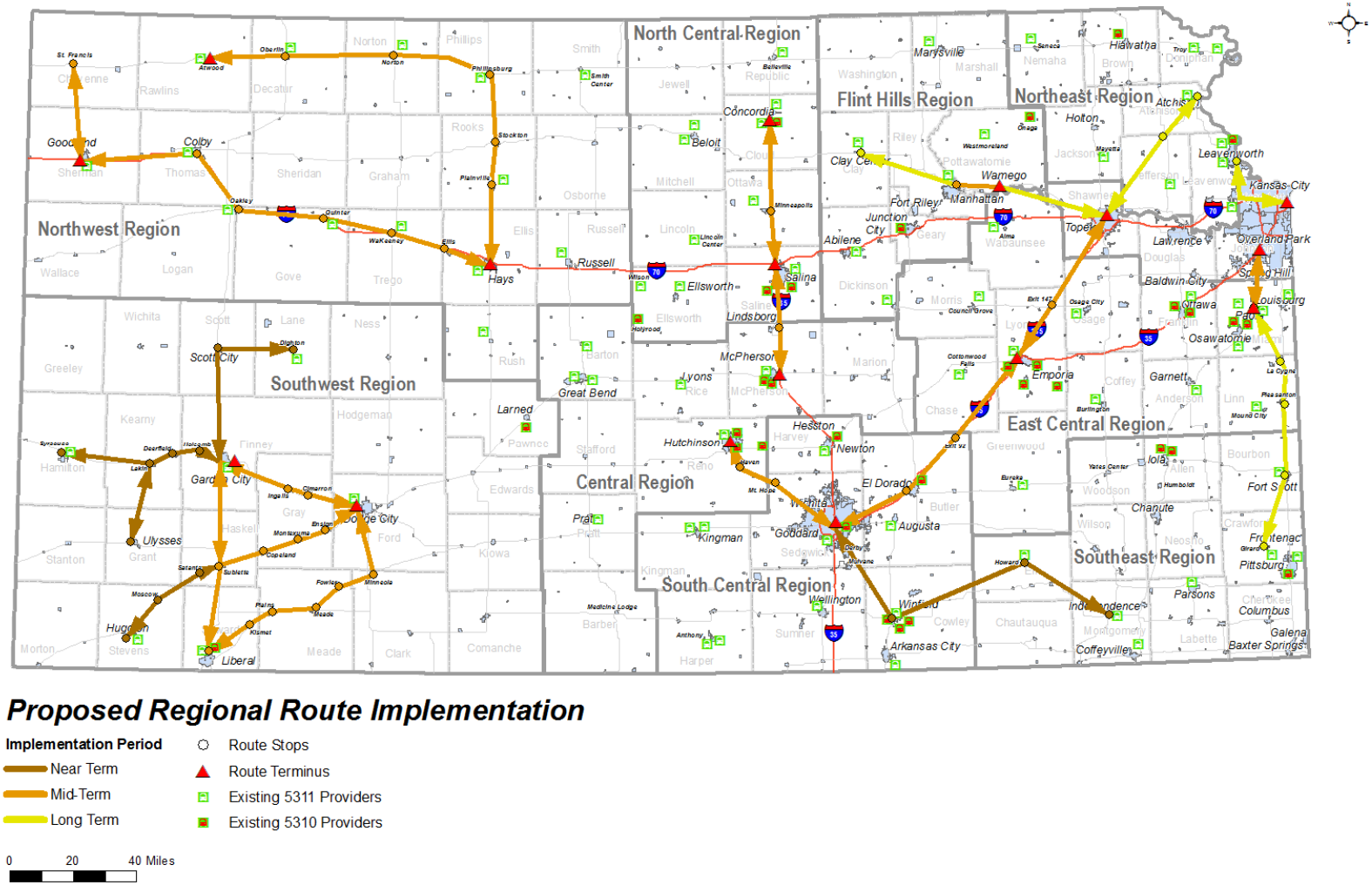


Figure 2 Proposed Regional Route Implementation



Southeast Region

Following discussions with providers in the Southeast Region, Four County Mental Health explained their recent coordination efforts with Elk County Council on Aging on trips to Winfield, via the city of Howard in Elk County. Currently, Four County is charging $12 for a one-way trip from Independence to Howard. In Howard, passengers wanting to go to Winfield or Wichita transfer from a Four County vehicle to an Elk County vehicle, which then travels to Winfield and Wichita. Elk County offers three trips per week to Winfield, but then has nearly a four hour layover period until dialysis patients are finished with their appointments and/or the center closes at 5:30 p.m. This allotted time has been identified as an opportunity to offer service to riders wanting to travel to Wichita. Currently, the Elk County trips to Winfield are reoccurring, but not on a set schedule. Many regional medical needs, including dialysis, are fulfilled within the region in the cities of Independence, Coffeyville, or Chanute. However, there still may be a need for occasional trips to Wichita. This regional route strategy would focus on formalizing and advertising the existing connection to Wichita and potentially adding frequency and vehicles to support estimated demand for service.

Figure 3 Southeast Regional Route Alignment

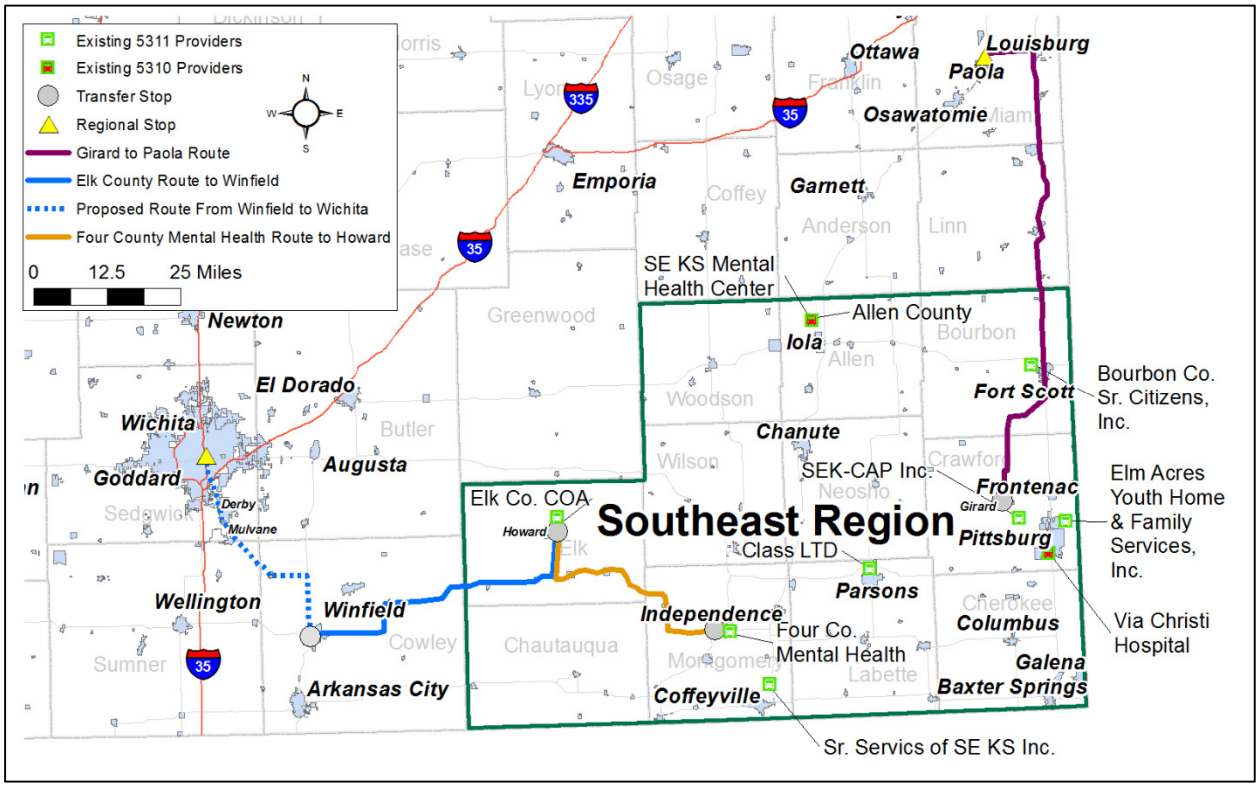


Table 1 Summary of Southeast Regional Route Strategies

Implementation	
Short Term Strategies	Increase regional knowledge of route and increase vehicle capacity for Elk County Route
	Develop increased coordination with East Central Paola Route
Long Term Strategies	Implement Girard – Paola Route

Major Trip Generators

The Elk County Route would end in Wichita where many higher education facilities exist including Wichita State University, Friends University, Wichita Technical Institute and Newman University to name a few. Dialysis centers and regional hospitals also offer transit riders the opportunity to use resources unavailable in their hometowns.

Current Coordination Level

Establishing regional route(s) in the Southeast Region would add a formalized element to long-distance trips that are currently mostly informal. Even though there could be interests in improving coordination in the region, limitations in available capacity make coordination efforts difficult. Elk County is interested in coordinating trips with other providers, but are limited to absorbing another two or three passengers.

Elk County has transported Chautauqua County and Greenwood County residents in addition to Elk County residents. Four County Mental Health does report providing information and phone numbers of available transit service in the area. Dispatchers also call providers when arranging trips for passengers and has met Elk County COA for trips to destinations outside Four County's service area. While providers identified similar obstacles to coordination; i.e. funding, jurisdictions, and policies; there were opportunities identified to improve public transportation like additional hours of service, how the public is educated on what services are offered by providers, and updating dispatchers on other providers' current service characteristics.

Level of Coordination Needed

Since there would potentially be a transfer stop in Howard and Winfield, before ending in Wichita, communication between local providers will be important in preventing buses from exceeding their capacity. Depending on the distance the rider must travel, sufficient time must be allocated for the connecting passenger to arrive at the regional route's origin before the bus leaves for Wichita.

Stakeholder Response

During the April stakeholder meetings, the regional route was discussed with the stakeholders and a positive response was received. Four County Mental Health indicated they may be able to go to Winfield and Wichita on the days passenger demand exceeds that of Elk County's vehicles. Senior Services of Southeast Kansas has multiple drives going to Wichita now, so demand from Coffeyville can also be included in the ridership estimates. Currently many existing and potential transit passengers in the region simply aren't aware that a transit trip to Wichita is possible. If a formal route were to be implemented, sufficient attention should be dedicated towards advertising its existence and how/when it operates.

Proposed Implementation Period

After evaluating the information for the Southeast Regional Route, expanding coordination with the Elk County Route was seen as potential short term strategy. Given this alignment is already operated in an informal sense, the formalization of the route is only limited by the available staff, vehicles, and marketing effort. This route would continue operating three times a week.

The Girard to Paola Route was seen more as a long term strategy that would begin with enhanced coordination along the US-69 corridor. Once the East Central Route from Paola is implemented, the route from Girard may become more feasible. Additional analysis would be needed at that time to better understand if regional needs from the Southeast region to the Kansas City area would require a regularly scheduled route, or if needs could be sufficiently met through intra-provider coordination.

MOBILITY MANAGER STRATEGIES

As noted in previous memos, the concept of mobility management is built on the principle of coordination to maximize efficiency. A common responsibility of a mobility manager is to identify and collaborate with the disparate transportation providers in their region. At the system or organizational level, the mobility manager would be responsible for working within the service area to identify gaps and help to close those gaps by facilitating inter-organizational agreements and relationships, such as between transportation providers, major employment and medical providers, and cities or counties; identifying additional resources; or bringing additional transportation partners together.

Southeast Region

In the Southeast Region, SEK-CAP had indicated a willingness and ability to house the mobility manager on a contractual basis. This arrangement is suitable to several other transit providers in the region. The Southeast region mobility manager would be a full-time position charged to coordinate longer-distance or regional transit trips among regional transit providers, and external providers. In addition, the Southeast region mobility would work with major medical providers, employers, social service agencies, and dialysis centers in Independence, Winnfield, and Wichita, to better match transit service to trip patterns and regional demand. The Southeast region mobility manager would also be a resource for those jurisdictions that are currently underserved by transit, but may desire an additional level of transit

either by working with KDOT to develop an in-house transit provider, or purchasing transit services from an already existing nearby provider. At the direction of the regional transit board, the mobility manager would support implementation of regional strategies through grant writing, contract administration, facilitating discussion and dialogue, and working with regional providers to implement coordinated dispatch and regional routes. Finally, the mobility manager would provide administrative support for the regional transit board, including preparing grant applications and fulfilling reporting requirements related to regional initiatives, preparing material and logistics for regional transit board meetings.

COORDINATED SCHEDULING STRATEGIES

As noted in previous memos, coordinated scheduling or dispatching can be an important component to a successful coordination strategy among rural transit agencies in Kansas. Coordinated scheduling or dispatching is the utilization of scheduling and software and GPS-enabled in-vehicle tablets to efficiently assign and route passengers on the most optimal trip. The technology can be used by one agency to schedule trips on their own vehicles, or in conjunction with other agencies to assign passengers via the software to vehicles operated by the other agency. Varying degrees and varying levels of scheduling/dispatching centralization can be considered. Once the basic infrastructure has been installed within agencies and vehicles, transitioning between the different degrees of centralized scheduling would require minimal investment. Electing to have one agency dispatch for another agency would also require minimal additional investment. Three options have been described to the regions:

- “Option 1” - Focusing centralize scheduling efforts to regional or long-distance trips
- “Option 2” - Each provider scheduling their trips using the centralizing scheduling system and dispatching their own vehicles, but allowing multiple providers to see each other’s trips, making coordination and trip chaining easier.
- “Option 3” - All trips being scheduled through a centralized call number, that assigns the trip to the appropriate agency.

Most of the regions throughout Kansas indicated a desire to pursue coordinated scheduling and dispatching at the level of Option 1 or Option 2. Even though these levels would have each agency continue being the primary scheduler and dispatching for their customers and vehicles, a single agency in the region would still be designated to administer the contract with the technology vendor. This single vendor model for each region would allow dynamic interaction between the trip and vehicle schedules of multiple agencies within the region, and could allow, at each agency’s discretion, contracting dispatching and scheduling services to other agencies.

Southeast Region

SEK-CAP is willing to serve as a point agency to administer the coordinated scheduling software for the southeast region, and indicated that they have facility space for additional dispatchers if needed.

To: Regional Advisory Teams

From: Olsson Associates

Date: September 4th, 2014

Subject: KDOT Regional Transit Business Model – Local Match Allocation Model

SUMMARY

A cost allocation model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it is important for each region to determine and agree on how the local match for cost associated with regional service would be allocated. The model described in this memo allocates the conceptual costs of regional service to specific counties. Please review the cost allocation summary for your region (Table 3 through Table 10), and determine if the conceptual local match from your county is within the realm of possibilities. Table 12 through Table 21 details the specifics of the cost allocation

INTRODUCTION

The KDOT Regional Transit Business Model would employ a variety of strategies to increase coordination and efficiency of delivering transit service within the rural portions of the state. This coordination effort would be in the form of strategies that would be implemented at the regional level, with support by KDOT. Generally, these strategies, detailed in other memos, include the following:

- Coordinated scheduling between multiple transit agencies using computerized scheduling software, GPS-enabled tablets, and Automated Vehicle Location (AVL) technology.
- Mobility Management that would utilize a regionally-based mobility manager to assist in passenger trip planning, formalize service connections between transit agencies, and facilitate connections and service agreements between transit providers, counties, cities, and major medical or employment centers.
- Longer distance regional routes, in some areas, that would provide regularly scheduled service on frequently traveled corridors, allowing transit agencies to increase efficiency through coordinating the trips.
- A regional governance structure that would, among other things, provide a forum for transit providers and local funders of transit service to discuss regional coordination issues.

Generally, a major portion of the capital and operating expenses associated with these strategies will be funded through FTA grant programs and KDOT. However, local match will still be required at some level to qualify for the state or federal aid. Typically, a transit service or component would be directly attributed to a single transit provider or jurisdiction, to primarily benefit their own constituents and

passengers, making the responsibility of the local match clear. For regional-based services however, the responsibility of the local match is less clear. How should local match be provided if a specific transit provider affiliated with a particular jurisdiction, and at the request of a regional transit governance body, provides a broader regional service, such as a regional route or hosting coordinated scheduling software, that benefits the entire region? The transit provider may incur significant expense that their sponsoring agency may be unwilling to fully reimburse if the service is regional in nature, especially for multi-year durations.

With this question in mind, a regional funding model was developed to determine how local match requirements could be allocated for regionally-based services. While the specifics of the model could vary from region to region, it would be important for each region to determine and agree how the local match for cost associated with regional service would be allocated. This model represents one possible method. This allocation to provide local match would have to take into account equity of responsibility, how much particular areas of the region are benefiting from a particular strategy, the benefit and cost derived from having strategy-related infrastructure in place, and the benefits to a region as a whole provided by a strategy. Allocation would also have to take into account the proportion of benefit that each jurisdiction or provider would receive from a strategy. This amount of benefit would vary depending on the strategy. Counties with direct access to a regional would receive more benefit that counties without direct access to a regional route. Similarly, agencies that choose to participate in coordinated scheduling, would receive most of the benefit, although agencies not currently participating could benefit from the ability to more easily coordinate long-distance trips with those providers who do participate in coordinated scheduling. Alternatively, the mobility manager, as a strategy, would work for the benefit of a region as a whole, including linking the needs of employers and major medical centers to appropriate transit providers, and facilitating conversations with jurisdictions that are currently without transit.

Table 1 illustrates KDOT's preliminary allocation of funding for these strategies utilizing the increased state dollars as part of the T-WORKS Transit Program.

Table 1 KDOT Match Allocation for Regional Strategies

Strategy	1st Year		After 1st Year	
	Federal/State	Local	Federal/State	Local
Coordinated Dispatch				
-Software / Hardware	100%	0%	100%	0%
-Personnel	80%	20%	80%	20%
Mobility Manager				
-Personnel and Admin	100%	0%	80%	20%
Intercity Services				
-Operations	70%	30%	70%	30%
-Capital	100%	0%	80%	20%

Source: KDOT, 5/13/2014

Table 2 displays the illustrative costs of the strategies within each region. While these costs have been refined in other memos, it should be stressed that these are at the conceptual level, and that actual costs would vary with the specifics of the strategy implemented.

Table 2 Regional Strategies Illustrative Costs

Region	Strategy	Year 1 Total Cost	Year 2 Total Cost
Central	Coordinated Scheduling	**Total - $428,000**	**Total - $328,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$153,000	$153,000
	Mobility Manager	$150,000	$150,000
East Central	Coordinated Scheduling	**Total - $352,000**	**Total - $304,000**
	-Hardware/Software	$59,000	$11,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$123,000	$123,000
	Mobility Manager	$150,000	$150,000
Flint Hills	Coordinated Scheduling	**Total - $391,000**	**Total - $297,000**
	-Hardware/Software	$129,000	$35,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$92,000	$92,000
	Mobility Manager	$150,000	$150,000
North Central	Coordinated Scheduling	**Total - $333,000**	**Total - $241,000**
	-Hardware/Software	$129,000	$37,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$34,000	$34,000
	Mobility Manager	$150,000	$150,000
Northeast	Coordinated Scheduling	**Total - $288,000**	**Total - $188,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	$13,000	$13,000
	Mobility Manager	$150,000	$150,000
Northwest	Coordinated Scheduling	**Total - $539,000**	**Total - $505,000**
	-Hardware/Software	$51,000	$17,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$318,000	$318,000
	Mobility Manager	$150,000	$150,000
South Central	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southeast	Coordinated Scheduling	**Total - $275,000**	**Total - $175,000**
	-Hardware/Software	$100,000	$20,000
	-Personnel	$25,000	$25,000
	Regional Routes (operations)	-/-	-/-
	Mobility Manager	$150,000	$150,000
Southwest	Coordinated Scheduling	**Total - $835,260**	**Total - $673,260**
	-Hardware/Software	$203,000	$41,000
	-Personnel	$20,000	$20,000
	Regional Routes (operations)	$462,260	$462,260
	Mobility Manager	$150,000	$150,000
TOTAL		**$3,716,260**	**$2,965,260**

Notes: Southwest Region's operating costs are figured using the lower range in the final cost estimates. Cost does not include anticipated fare recovery.

METHODOLOGY

A percentage of the total local match costs of each regional strategy was divided equally between all the counties in a region (called a "base investment"). The remainder of the local match funding required was then distributed among counties proportionally based on total population size.

The formula for distributing funding can be summarized:

$$Cost_{County} = BI + (LMT - BI) * \left(\frac{Pop_{County}}{Pop_{Region}}\right)$$

$$where, BI = \frac{BI\% * LMT}{No. of\ Counties}$$

$BI = Base\ Investment$
$BI\% = Perct. of\ Local\ Match\ Shared\ Equally$
$LMT = Local\ Match, Total$

The "base investment" is the minimum amount of local match paid by each county with a 5311 provider. This base amount would be equal for all counties with a 5311 provider participating in a strategy. The contribution by each county above the base investment is determined by a formula based on a counties population. For example, a mobility manager has an expected cost of $150,000 to implement in a 10-county region. The 20% local match required from the region as a whole is $30,000. A base investment of 10% means 10% of the local match requirement ($3,000) would be split equally among the counties, with each county contributing a minimum of $300 towards the cost of the local match required for a mobility manager. The remainder of the local match responsibility ($27,000) would be determined by the share of population in the county, as a percentage of the region's population.

This approach has several goals. First, it encourages a meaningful, but still manageable amount of participation by areas the program is designed to serve. In many regions, a large central county has a large share of the population, but much of the regional strategies are not designed to increase level of service in the largest county, as much as the smaller counties. This method also provides an opportunity for each county to participate equally in the process, and promotes a greater sense of ownership in the regional strategies, both by counties with a smaller population base, and counties with a larger population base.

The cost allocation model also includes an inventory of each region's counties, their population, and their participation level in different regional strategies. For example, counties with 5311 transit providers that do not have direct access to the regional route will contribute local match only for mobility management and coordinated dispatch strategies. The current allocation matrices for each region are based on conceptual costs of regional routes, coordinated dispatch hardware and software implementation.

The following tables include the summarized regional strategy cost allocation for each county among the nine regions. The costs in tables 3 through table 10 would be the illustrative total cost for the strategies, and include mobility management, coordinated scheduling, and intercity service, if applicable. These costs vary depending on if the fares would be designed to recover 10%, 25%, or 50% of intercity service operating costs.

Table 3 Central Region Cost Allocation Summary

Central		Total Local Match per Cost Recovery Strategy		
County	**Population**	**10%**	**25%**	**50%**
Barber	**4,867**	$0	$0	$0
Barton	**27,556**	$7,838	$7,838	$7,838
McPherson	**29,208**	$37,146	$32,813	$25,592
Marion	**12,565**	$0	$0	$0
Pratt	**9,670**	$3,140	$3,140	$3,140
Reno	**64,346**	$56,323	$50,365	$40,435
Rice	**10,077**	$23,919	$18,751	$13,583
Stafford	**4,398**	$4,655	$3,491	$2,328

Table 4 East Central Region Cost Allocation Summary

East Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Anderson	8,066	$2,065	$2,065	$2,065
Chase	2,788	$4,657	$4,108	$3,194
Coffey	8,553	$2,173	$2,173	$2,173
Franklin	25,916	$6,032	$6,032	$6,032
Greenwood	6,654	$1,751	$1,751	$1,751
Linn	9,613	$2,409	$2,409	$2,409
Lyon	34,103	$51,730	$48,862	$34,968
Miami	32,546	$29,907	$26,840	$21,728
Morris	5,917	$1,588	$1,588	$1,588
Osage	16,300	$12,043	$10,913	$9,028
Wabaunsee	7,048	$1,839	$1,839	$1,839

Table 5 Flint Hills Region Cost Allocation Summary

Flint Hills		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Clay	8,547	$2,302	$2,302	$2,302
Dickinson	19,766	$4,666	$4,666	$4,666
Geary	34,110	$7,690	$7,690	$7,690
Marshall	10,083	$2,625	$2,625	$2,625
Pottawatomie	21,620	$19,911	$17,779	$14,226
Riley	71,927	$58,379	$52,248	$42,031
Washington	5,806	$0	$0	$0

Table 6 North Central Region Cost Allocation Summary

North Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cloud	9,479	$7,486	$7,012	$6,223
Ellsworth	6,477	$2,890	$2,890	$2,890
Jewell	3,085	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660
Mitchell	6,359	$2,845	$2,845	$2,845
Ottawa	6,099	$5,237	$4,896	$3,536
Republic	4,965	$2,315	$2,315	$2,315
Saline	55,493	$38,100	$35,826	$32,037

Table 7 Northeast Region Cost Allocation Summary

Northeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Atchison	16,854	$10,049	$9,496	$8,574
Brown	9,962	$0	$0	$0
Doniphan	7,931	$2,542	$2,542	$2,542
Jackson	13,401	$3,951	$3,951	$3,951
Jefferson	19,036	$11,214	$10,597	$9,568
Leavenworth	76,286	$20,145	$20,145	$20,145
Nemaha	10,170	$3,119	$3,119	$3,119

Table 8 Northwest Region Cost Allocation Summary

Northwest		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Cheyenne	2,724	$7,735	$6,526	$4,511
Decatur	2,939	$5,193	$4,606	$3,629
Ellis	28,525	$104,113	$89,719	$65,729
Gove	2,771	$9,167	$7,942	$5,900
Graham	2,617	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892
Norton	5,658	$8,951	$7,953	$6,290
Osborne	3,852	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213
Rawlins	2,555	$4,662	$4,134	$3,253
Rooks	5,205	$8,325	$7,396	$5,847
Rush	3,262	$1,528	$1,528	$1,528
Russell	6,926	$3,004	$3,004	$3,004
Sheridan	2,562	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334
Smith	3,835	$1,759	$1,759	$1,759
Thomas	7,854	$22,211	$19,267	$14,360
Trego	2,977	$9,696	$8,401	$6,243
Wallace	1,508	$0	$0	$0

Table 9 South Central Region Cost Allocation Summary

South Central		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Butler	65,647	$4,046	$4,046	$4,046
Cowley	36,259	$2,427	$2,427	$2,427
Harper	5,998	$759	$759	$759
Harvey	34,572	$2,334	$2,334	$2,334
Kingman	7,876	$863	$863	$863
Sedgwick	497,062	$27,820	$27,820	$27,820
Sumner	24,000	$1,751	$1,751	$1,751

Table 10 Southeast Region Cost Allocation Summary

Southeast		Total Local Match per Cost Recovery Strategy		
County	Population	10%	25%	50%
Allen	13,364	$4,389	$4,389	$4,389
Bourbon	15,060	$4,882	$4,882	$4,882
Chautauqua	3,654	$0	$0	$0
Cherokee	21,521	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887
Elk	2,856	$1,331	$1,331	$1,331
Labette	21,574	$6,778	$6,778	$6,778
Montgomery	35,167	$10,733	$10,733	$10,733
Neosho	16,501	$0	$0	$0
Wilson	9,368	$0	$0	$0
Woodson	3,311	$0	$0	$0

Below are tables identifying the fully allocated costs detailed by strategy for each applicable county within the regions.

Table 11 Central Region Fully Allocated Cost by Regional Strategy

Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$100,000		$20,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000	
						Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$140,000		$140,000		$110,000		$110,000		$80,000		$80,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	YES	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	$1	$0	$1	$0					$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
						Operations/Personnel	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0	$1	$0
					Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000
County	Population	10%	25%	50%		Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$96,476	$41,347	$96,476	$41,347	$80,396	$34,456	$80,396	$34,456	$53,598	$22,970	$53,598	$22,970
Barber	4,867	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Barton	27,556	$7,838	$7,838	$7,838	Has 5311 Provider	0 Regional Routes	$23,476	$978	$7,825	$978	$29,345	$0	$23,476	$5,882	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
McPherson	29,208	$37,146	$32,813	$25,592	Has 5311 Provider	1 Regional Routes	$24,883	$1,037	$8,294	$1,037	$31,104	$0	$24,883	$6,199	$90,836	$12,998	$43,252	$15,875	$85,610	$10,832	$38,026	$13,709	$76,899	$7,221	$29,316	$10,098
Marion	12,565	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Pratt	9,670	$3,140	$3,140	$3,140	Has 5311 Provider	0 Regional Routes	$8,238	$343	$2,746	$343	$10,298	$0	$8,238	$2,454	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Reno	64,346	$56,323	$50,365	$40,435	Has 5311 Provider	1 Regional Routes	$54,818	$2,284	$18,273	$2,284	$68,523	$0	$54,818	$12,934	$109,637	$17,874	$57,391	$20,946	$102,249	$14,895	$50,002	$17,967	$89,936	$9,930	$37,689	$13,002
Rice	10,077	$23,919	$18,751	$13,583	Has 5311 Provider	2 Regional Routes	$8,585	$358	$2,862	$358	$10,731	$0	$8,585	$2,532	$50,482	$9,478	$25,884	$11,195	$37,862	$7,108	$19,413	$8,396	$25,241	$4,739	$12,942	$5,597
Stafford	4,398	$4,655	$3,491	$2,328	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$7,830	$2,160	$4,259	$2,495	$5,873	$1,620	$3,194	$1,871	$3,915	$1,080	$2,130	$1,247

Table 12 East Central Region Fully Allocated Cost by Regional Strategy

East Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
					Total cost	Asset/Hardware	$60,000		$10,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000	
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$110,000		$110,000		$90,000		$90,000		$60,000		$60,000	
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$60,000	$0	$10,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$77,226	$33,097	$77,226	$33,097	$64,355	$27,581	$64,355	$27,581	$42,903	$18,387	$42,903	$18,387
Anderson	8,066	$2,065	$2,065	$2,065	Has 5311 Provider	0 Regional Routes	$3,892	$205	$512	$205	$7,682	$0	$6,145	$1,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chase	2,788	$4,657	$4,108	$3,194	Has 5311 Provider	1 Regional Routes	$1,345	$71	$177	$71	$2,655	$0	$2,124	$751	$8,506	$1,646	$3,669	$2,118	$8,096	$1,372	$3,259	$1,844	$7,413	$915	$2,576	$1,387
Coffey	8,553	$2,173	$2,173	$2,173	Has 5311 Provider	0 Regional Routes	$4,127	$217	$543	$217	$8,146	$0	$6,516	$1,739	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franklin	25,916	$6,032	$6,032	$6,032	Has 5311 Provider	0 Regional Routes	$12,505	$658	$1,645	$658	$24,681	$0	$19,745	$4,715	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Greenwood	6,654	$1,751	$1,751	$1,751	Has 5311 Provider	0 Regional Routes	$3,211	$169	$422	$169	$6,337	$0	$5,070	$1,413	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Linn	9,613	$2,409	$2,409	$2,409	Has 5311 Provider	0 Regional Routes	$4,639	$244	$610	$244	$9,155	$0	$7,324	$1,921	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lyon	34,103	$51,730	$48,862	$34,968	Has 5311 Provider	2 Regional Routes	$16,456	$866	$18,165	$866	$32,478	$0	$25,983	$6,119	$173,875	$18,858	$71,409	$25,021	$166,243	$15,715	$63,777	$25,296	$153,523	$10,476	$51,057	$16,640
Miami	32,546	$29,907	$26,840	$21,728	Has 5311 Provider	1 Regional Routes	$15,704	$827	$2,066	$827	$30,995	$0	$24,796	$5,852	$101,469	$9,201	$37,469	$13,201	$97,890	$7,667	$33,890	$11,667	$91,927	$5,112	$27,927	$9,112
Morris	5,917	$1,588	$1,588	$1,588	Has 5311 Provider	0 Regional Routes	$2,855	$150	$376	$150	$5,635	$0	$4,508	$1,287	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Osage	16,300	$12,043	$10,913	$9,028	Has 5311 Provider	1 Regional Routes	$7,865	$414	$1,035	$414	$15,523	$0	$12,419	$3,067	$33,377	$3,392	$12,679	$4,756	$32,126	$2,827	$11,429	$4,191	$30,041	$1,885	$9,344	$3,249
Wabaunsee	7,048	$1,839	$1,839	$1,839	Has 5311 Provider	0 Regional Routes	$3,401	$179	$447	$179	$6,712	$0	$5,370	$1,481	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 13 Flint Hills Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery													
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%			
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+			
					Total cost	Asset/Hardware	$130,000		$40,000						$160,000		$40,000		$160,000		$40,000		$160,000		$40,000			
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$80,000		$80,000		$70,000		$70,000		$50,000		$50,000			
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local		
Flint Hills		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%		
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%		
					Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000	$160,000	$0	$32,000	$8,000		
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$57,834	$24,786	$57,834	$24,786	$48,195	$20,655	$48,195	$20,655	$32,130	$13,770	$32,130	$13,770		
Clay	8,547	$2,302	$2,302	$2,302	Has 5311 Provider	0 Regional Routes	$7,515	$206	$2,882	$206	$7,721	$0	$6,177	$1,890	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Dickinson	19,766	$4,666	$4,666	$4,666	Has 5311 Provider	0 Regional Routes	$17,379	$476	$6,666	$476	$17,855	$0	$14,284	$3,714	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Geary	34,110	$7,690	$7,690	$7,690	Has 5311 Provider	0 Regional Routes	$29,991	$822	$11,503	$822	$30,812	$0	$24,650	$6,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Marshall	10,083	$2,625	$2,625	$2,625	Has 5311 Provider	0 Regional Routes	$8,865	$243	$3,400	$243	$9,108	$0	$7,287	$2,139	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		
Pottawatomie	21,620	$19,911	$17,779	$14,226	Has 5311 Provider	1 Regional Routes	$19,009	$521	$7,291	$521	$19,530	$0	$15,624	$4,015	$50,344	$6,395	$20,762	$8,459	$48,117	$5,329	$18,534	$7,393	$44,404	$3,553	$14,821	$5,617		
Riley	71,927	$58,379	$52,248	$42,031	Has 5311 Provider	1 Regional Routes	$63,241	$1,733	$24,257	$1,733	$64,974	$0	$51,979	$12,195	$167,490	$18,391	$69,072	$24,327	$160,078	$15,326	$61,661	$21,262	$147,726	$10,217	$49,309	$16,153		
Washington	5,806	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0		

Table 14 North Central Region Fully Allocated Cost by Regional Strategy

						Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
						Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
						Total cost	Asset/Hardware	$130,000		$40,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000	
							Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$30,000		$30,000		$25,740		$25,740		$17,160		$17,160	
						Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
North Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)				Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
							Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
						Allocated Funds	Asset/Hardware	$130,000	$0	$40,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County	Population	10%	25%	50%			Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$21,622	$9,266	$21,622	$9,266	$18,018	$7,722	$18,018	$7,722	$12,012	$5,148	$12,012	$5,148
Cloud	9,479	$7,486	$7,012	$6,223	Has 5311 Provider	1 Regional Routes		$15,024	$412	$5,763	$412	$15,436	$0	$12,349	$3,207	$13,554	$1,421	$5,018	$2,035	$13,073	$1,184	$4,537	$1,798	$12,272	$790	$3,736	$1,403
Ellsworth	6,477	$2,890	$2,890	$2,890	Has 5311 Provider	0 Regional Routes		$10,266	$281	$3,938	$281	$10,547	$0	$8,438	$2,327	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jewell	3,085	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lincoln	3,240	$1,660	$1,660	$1,660	Has 5311 Provider	0 Regional Routes		$5,135	$141	$1,970	$141	$5,276	$0	$4,221	$1,378	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Mitchell	6,359	$2,845	$2,845	$2,845	Has 5311 Provider	0 Regional Routes		$10,079	$276	$3,866	$276	$10,355	$0	$8,284	$2,293	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Ottawa	6,099	$5,237	$4,896	$3,536	Has 5311 Provider	1 Regional Routes		$9,667	$265	$3,708	$265	$9,932	$0	$7,946	$2,216	$8,721	$1,025	$3,229	$1,467	$8,411	$854	$2,919	$1,296	$3,948	$285	$1,202	$506
Republic	4,965	$2,315	$2,315	$2,315	Has 5311 Provider	0 Regional Routes		$7,870	$216	$3,018	$216	$8,085	$0	$6,468	$1,884	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Saline	55,493	$38,100	$35,826	$32,037	Has 5311 Provider	1 Regional Routes		$87,958	$2,410	$33,737	$2,410	$90,368	$0	$72,294	$16,695	$79,347	$6,821	$29,375	$9,765	$76,534	$5,684	$26,562	$8,628	$71,844	$3,789	$21,872	$6,734

Table 15 Northeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
							Total cost	Asset/Hardware	$100,000		$20,000						$80,000		$20,000		$80,000		$20,000		$80,000		$20,000
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$11,700		$11,700		$9,750		$9,750		$6,500		$6,500
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000	$80,000	$0	$16,000	$4,000
County		Population	10%	25%	50%			Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$8,190	$3,510	$8,190	$3,510	$6,825	$2,925	$6,825	$2,925	$4,550	$1,950	$4,550	$1,950
Atchison		16,854	$10,049	$9,496	$8,574	Has 5311 Provider	1 Regional Routes		$14,076	$587	$4,692	$587	$17,596	$0	$14,076	$3,667	$45,758	$1,659	$11,360	$3,550	$44,393	$1,382	$10,719	$3,273	$42,118	$922	$9,650	$2,812
Brown		9,962	$0	$0	$0	No 5311 Provider	0 Regional Routes		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Doniphan		7,931	$2,542	$2,542	$2,542	Has 5311 Provider	0 Regional Routes		$6,624	$276	$2,208	$276	$8,280	$0	$6,624	$1,990	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jackson		13,401	$3,951	$3,951	$3,951	Has 5311 Provider	0 Regional Routes		$11,193	$466	$3,731	$466	$13,991	$0	$11,193	$3,018	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Jefferson		19,036	$11,214	$10,597	$9,568	Has 5311 Provider	1 Regional Routes		$15,899	$662	$5,300	$662	$19,874	$0	$15,899	$4,077	$42,432	$1,851	$12,830	$3,960	$42,432	$1,543	$12,106	$3,652	$42,432	$1,028	$10,900	$3,138
Leavenworth		76,286	$20,145	$20,145	$20,145	Has 5311 Provider	0 Regional Routes		$63,714	$2,655	$21,238	$2,655	$79,643	$0	$63,714	$14,836	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nemaha		10,170	$3,119	$3,119	$3,119	Has 5311 Provider	0 Regional Routes		$8,494	$354	$2,831	$354	$10,617	$0	$8,494	$2,411	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 16 Northwest Region Fully Allocated Cost by Regional Strategy

					Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery										
															Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%
					Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+
					Total cost	Asset/Hardware	$50,000		$17,000						$240,000		$60,000		$240,000		$60,000		$240,000		$60,000
						Operations/Personnel	$20,000		$20,000		$150,000		$150,000		$290,000		$290,000		$240,000		$240,000		$160,000		$160,000
					Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Northwest		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)			Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
						Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
					Allocated Funds	Asset/Hardware	$50,000	$0	$17,000	$0					$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000	$240,000	$0	$48,000	$12,000
County	Population	10%	25%	50%		Operations/Personnel	$16,000	$4,000	$16,000	$4,000	$150,000	$0	$120,000	$30,000	$200,535	$85,944	$200,535	$85,944	$167,113	$71,620	$167,113	$71,620	$111,409	$47,747	$111,409	$47,747
Cheyenne	2,724	$7,735	$6,526	$4,511	No 5311 Provider	1 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$15,288	$3,628	$8,790	$4,107	$14,094	$3,023	$7,595	$3,503	$12,104	$2,015	$5,605	$2,495
Decatur	2,939	$5,193	$4,606	$3,629	Has 5311 Provider	1 Regional Routes	$2,232	$135	$1,116	$135	$5,074	$0	$4,059	$1,128	$8,120	$1,759	$4,392	$2,035	$7,543	$1,466	$3,815	$1,742	$6,582	$977	$2,854	$1,254
Ellis	28,525	$104,113	$89,719	$65,729	Has 5311 Provider	2 Regional Routes	$21,668	$1,313	$10,834	$1,313	$49,244	$0	$39,396	$9,078	$238,902	$43,182	$134,672	$49,226	$220,800	$35,985	$116,569	$42,029	$190,629	$23,990	$86,399	$30,034
Gove	2,771	$9,167	$7,942	$5,900	Has 5311 Provider	1 Regional Routes	$2,105	$128	$1,052	$128	$4,784	$0	$3,827	$1,075	$15,552	$3,675	$8,941	$4,161	$14,337	$3,063	$7,727	$3,549	$12,313	$2,042	$5,702	$2,528
Graham	2,617	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Logan	2,766	$9,154	$7,931	$5,892	Has 5311 Provider	1 Regional Routes	$2,101	$127	$1,051	$127	$4,775	$0	$3,820	$1,074	$15,524	$3,670	$8,925	$4,156	$14,311	$3,059	$7,713	$3,544	$12,290	$2,039	$5,692	$2,525
Norton	5,658	$8,951	$7,953	$6,290	Has 5311 Provider	1 Regional Routes	$4,298	$260	$2,149	$260	$9,768	$0	$7,814	$1,972	$15,632	$2,994	$8,456	$3,464	$14,521	$2,495	$7,345	$2,965	$12,671	$1,663	$5,495	$2,134
Osborne	3,852	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Phillips	5,579	$8,842	$7,856	$6,213	Has 5311 Provider	1 Regional Routes	$4,238	$257	$2,119	$257	$9,631	$0	$7,705	$1,948	$15,413	$2,958	$8,338	$3,423	$14,319	$2,465	$7,243	$2,930	$12,494	$1,643	$5,418	$2,108
Rawlins	2,555	$4,662	$4,134	$3,253	Has 5311 Provider	1 Regional Routes	$1,941	$118	$970	$118	$4,411	$0	$3,529	$1,008	$7,059	$1,585	$3,818	$1,834	$6,557	$1,321	$3,317	$1,570	$5,722	$880	$2,481	$1,129
Rooks	5,205	$8,325	$7,396	$5,847	Has 5311 Provider	1 Regional Routes	$3,954	$240	$1,977	$240	$8,986	$0	$7,189	$1,832	$14,380	$2,788	$7,779	$3,226	$13,359	$2,323	$6,757	$2,761	$11,656	$1,549	$5,055	$1,987
Rush	3,262	$1,528	$1,528	$1,528	Has 5311 Provider	0 Regional Routes	$2,478	$150	$1,239	$150	$5,631	$0	$4,505	$1,228	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Russell	6,926	$3,004	$3,004	$3,004	Has 5311 Provider	0 Regional Routes	$5,261	$319	$2,630	$319	$11,957	$0	$9,565	$2,367	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sheridan	2,562	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sherman	6,036	$17,546	$15,216	$11,334	Has 5311 Provider	1 Regional Routes	$4,585	$278	$2,292	$278	$10,420	$0	$8,336	$2,090	$33,877	$6,988	$19,477	$7,912	$31,231	$5,823	$16,830	$6,747	$26,820	$3,882	$12,420	$4,806
Smith	3,835	$1,759	$1,759	$1,759	Has 5311 Provider	0 Regional Routes	$2,913	$177	$1,457	$177	$6,621	$0	$5,296	$1,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Thomas	7,854	$22,211	$19,267	$14,360	Has 5311 Provider	1 Regional Routes	$5,966	$362	$2,983	$362	$13,559	$0	$10,847	$2,655	$44,080	$8,832	$25,343	$10,001	$40,637	$7,360	$21,900	$8,528	$34,899	$4,907	$16,161	$6,075
Trego	2,977	$9,696	$8,401	$6,243	Has 5311 Provider	1 Regional Routes	$2,261	$137	$1,131	$137	$5,139	$0	$4,111	$1,139	$16,708	$3,884	$9,606	$4,398	$15,403	$3,237	$8,301	$3,751	$13,228	$2,158	$6,126	$2,672
Wallace	1,508	$0	$0	$0	No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 17 South Central Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
South Central		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Butler	65,647	$4,046	$4,046	$4,046	Has 5311 Provider	1 Regional Routes			$11,733	$489	$3,911	$489	$14,666	$0	$11,733	$3,068	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cowley	36,259	$2,427	$2,427	$2,427	Has 5311 Provider	1 Regional Routes			$6,480	$270	$2,160	$270	$8,101	$0	$6,480	$1,887	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harper	5,998	$759	$759	$759	Has 5311 Provider	2 Regional Routes			$1,072	$45	$357	$45	$1,340	$0	$1,072	$670	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Harvey	34,572	$2,334	$2,334	$2,334	Has 5311 Provider	1 Regional Routes			$6,179	$257	$2,060	$257	$7,724	$0	$6,179	$1,819	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Kingman	7,876	$863	$863	$863	Has 5311 Provider	1 Regional Routes			$1,408	$59	$469	$59	$1,760	$0	$1,408	$745	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sedgwick	497,062	$27,820	$27,820	$27,820	Has 5311 Provider	1 Regional Routes			$88,839	$3,702	$29,613	$3,702	$111,048	$0	$88,839	$20,417	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sumner	24,000	$1,751	$1,751	$1,751	Has 5311 Provider	2 Regional Routes			$4,289	$179	$1,430	$179	$5,362	$0	$4,289	$1,394	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 18 Southeast Region Fully Allocated Cost by Regional Strategy

							Strategy		Coordinated Dispatch				Mobility Management				Regional Routes per Fare Cost Recovery											
																	Fare Cost Recovery:		10%		Fare Cost Recovery:		25%		Fare Cost Recovery:		50%	
							Time Frame		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+		Year 1		Year 2+	
							Total cost	Asset/Hardware	$100,000		$20,000						$0		$0		$0		$0		$0		$0	
								Operations/Personnel	$25,000		$25,000		$150,000		$150,000		$0		$0		$0		$0		$0		$0	
							Agency		State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local	State/Fed	Local
Southeast		Total Local Match per Cost Recovery Strategy (Assumes 10% Base Fund)					Funding Responsibility	Asset/Hardware	100%	0%	100%	0%					100%	0%	80%	20%	100%	0%	80%	20%	100%	0%	80%	20%
								Operations/Personnel	80%	20%	80%	20%	100%	0%	80%	20%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%	70%	30%
							Allocated Funds	Asset/Hardware	$100,000	$0	$20,000	$0					$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
County	Population	10%	25%	50%				Operations/Personnel	$20,000	$5,000	$20,000	$5,000	$150,000	$0	$120,000	$30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Allen	13,364	$4,389	$4,389	$4,389			Has 5311 Provider	0 Regional Routes	$12,612	$526	$4,204	$526	$15,765	$0	$12,612	$3,338	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Bourbon	15,060	$4,882	$4,882	$4,882			Has 5311 Provider	0 Regional Routes	$14,213	$592	$4,738	$592	$17,766	$0	$14,213	$3,698	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Chautauqua	3,654	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Cherokee	21,521	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Crawford	39,133	$11,887	$11,887	$11,887			Has 5311 Provider	0 Regional Routes	$36,931	$1,539	$12,310	$1,539	$46,164	$0	$36,931	$8,810	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Elk	2,856	$1,331	$1,331	$1,331			Has 5311 Provider	2 Regional Routes	$2,695	$112	$898	$112	$3,369	$0	$2,695	$1,106	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Labette	21,574	$6,778	$6,778	$6,778			Has 5311 Provider	0 Regional Routes	$20,360	$848	$6,787	$848	$25,450	$0	$20,360	$5,081	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Montgomery	35,167	$10,733	$10,733	$10,733			Has 5311 Provider	1 Regional Routes	$33,188	$1,383	$11,063	$1,383	$41,486	$0	$33,188	$7,967	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Neosho	16,501	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Wilson	9,368	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Woodson	3,311	$0	$0	$0			No 5311 Provider	0 Regional Routes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

To: KDOT Advisory Team

From: Olsson Associates and SRF

Date: August 27th, 2014

Subject: Regionalized Transit Governance in Kansas

Introduction

This memo outlines the proposed concept for establishing a regional transit governance model to support implementation of the identified coordinated service concepts. It begins by briefly describing the basic structure of the regionalization system and follows with a description of the responsibilities of each entity involved.

System Overview

Planning and concept design for enhancing the level of coordination between public and human services transportation providers has been addressed for the entire state, but a cornerstone of the coordination plan is that there has to be flexibility in the overall concept to reflect the differences in needs and opportunities that exist not only across the state, but within designated regions. Concepts recommended across state range from coordinating schedules to share rides between communities, to centralizing dispatching, to a much more simplified program of allowing agencies that provide intercity service to stop in communities along their path to pick up passengers that today do not have access to service. The intent of the proposed concept is to allow the coordinated services setup to differ from region-to-region, but have a consistent organizational framework across each region.

Integral to the regionalization concept is establishing a **framework that promotes** communication between elected officials, transportation providers, and agencies managing access to services that require clients to travel from their homes.

To promote communication and decision-making regarding services, it is proposed each region will have an active forum (we are proposing a working title of Regional Public Transit Coordination Association) for elected officials, local transit providers, and other stakeholders to talk about, and act on, service coordination that is appropriate for their particular population.

Regional Public Transportation Coordination Association

Organizational Structure

The Regional Public Transit Coordination Association would be comprised of three components:

- A Regional Public Transit Coordination Board.
- A Coordination Advisory Committee.
- Staff - The staff function would primarily be composed of a regional mobility manager.

Regional Public Transit Coordination Board

The proposed role of the Regional Public Transit Coordination Board is to provide a forum for officials/representatives from the range of jurisdictions in each region to discuss and advance the coordination plan developed for their region. The concept proposed at this point is each county would be provided the opportunity to participate with representation on the Coordination Board, along with any other jurisdiction or agency providing funding support for the 5311 program.

As not all counties across the state participate in providing funding for public transportation, stratified Board membership is proposed to allow those jurisdictions that provide funding to have a greater voice in setting the coordination direction for the region. Representation on the Board is proposed as follows:

- Members – Elected or appointed officials representing counties, municipalities or other agency contributing public local match funds to provide PUBLIC transit service as part of the KDOT program. Each jurisdiction or organization contributing local funds will be allotted one Board position. Board members would be responsible for setting the direction for COORDINATED services within the region, which would cover the following:
    - Intercity trips that are provided by an existing transit service. The Board's role would be to encourage the service agency to investigate coordination opportunities with jurisdictions (counties or communities) intermediate of the origin and destination. The Board would be tasked with providing KDOT advisory input as to whether adequate efforts were made to coordinate service.
    - New intercity, inter-county, or inter-regional service. The Board would be responsible for encouraging and evaluating new service concepts for coordinated intercity and/or inter-regional service and for providing KDOT with a recommendation whether a concept is:
        - Consistent with the regional transit coordination plan.
        - Financially viable.

      As not all Board members would likely have a financial stake in all concepts, input to KDOT would be advisory.
    - Policies and procedures for coordinated scheduling between transit service providers, such as regionalized/centralized dispatching.
- Affiliate Members – Elected officials or their designees from counties that do not offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    - Learn about the benefits of public transportation;
    - Learn what resources are available should they decide to begin offering service;
    - Meet potential partners with whom they could pool resources to provide service; and
    - Learn about the local costs associated with transit provision.
- Ex Officio Member – A KDOT representative would function as a non-voting board member, and provide technical guidance and direction.

From the membership of the Regional Public Transit Coordination Association a chair would be elected on a periodic basis (to be determined). Members of the committee would nominate from their ranks and cast votes for the chair. The chair would call the meetings, set the agenda, and assemble the Regional Public Transit Coordination Association budget. The primary budget item for the Association would be the cost of supporting the position of Mobility Manager. The roles and responsibilities of this position are outlined in a later section of this memo. Alternate concepts for how to implement and manage the Mobility Manager position have been discussed and recommendation of attaching the position to the proposed Board were:

- The position of Regional Mobility Manager is intended to provide support for residents throughout the region. Thus, the position needs to have a connection to representatives from each of the jurisdictions with and without service and not be "attached" to any one agency, municipality, county, etc.
- Regional Mobility Manager is proposed as a position that requires local matching funds (80% of the cost in the second year) to the KDOT allocated grant. Thus, the position should report to the group that will be responsible for providing the local matching funds.
- Membership of the Board will likely change over time as elected officials from member jurisdictions change. The Regional Mobility Manager would be an orientation resource for new members. Thus, would need to have firsthand knowledge of the proceedings of the Board.

As there is the expectation that a Regional Mobility Manager position will be developed for each region, a budget and dues collection format must be established. The expectation is that KDOT resources will be used to subsidize the Association and Board activities, but as with most other grant programs, local matching funds will be required. Details on budgeting and a dues schedule will not be developed until the proposed concept is approved by KDOT.

Coordination Advisory Committee

The proposed Coordination Advisory Committee would essentially mirror the current Coordinated Transit District (CTD) committee concept, with representatives from transportation and human service providers from across the region. The Coordinated Advisory Committee would provide the following:

- A forum for providers to discuss regional transportation needs, coordinated service opportunities, requests from the Regional Public Transit Coordination Board for input on new or consolidated service, and information sharing.
- A group experienced in providing transit service that could design and implement coordination ideas developed through Regional Public Transit Board discussions.
- An avenue to others that could assist in troubleshooting of software/hardware issues.
- A centralized group for KDOT to meet with to disseminate information and to collect input.

The Coordinated Advisory Committee would be comprised of the following members:

- A representative from organizations participating in the 5310 funding program.
- A representative from organizations participating in the 5311 funding program.
- Ex Officio Member – A KDOT representative would function as a non-voting member, and provide technical guidance and direction.

Consistent with the current CTD organization, the Coordination Advisory Committee (CAC) would elect a chair that would be responsible for leading meetings and be the point of contact for the Coordination Board. The CAC Administrator would serve in the same capacity as the current CTD Administrator, having responsibility for the distribution of all grant program funding to the individual providers.

Regional Mobility Manager

Responsibilities of the Regional Mobility Manager are proposed to include:

- Assisting patrons with trip planning.
- Providing outreach of service availability.
- The primary conduit between users or jurisdictions desiring to provide, but currently do not, public transit and agencies that may be able to provide service.
- At the direction of the Regional Public Transit Coordination Board, the mobility manager would provide support to the Regional Public Transit Coordination Association through assisting the Regional Public Transit Coordination Association President assemble the association budget, draft agendas, provide support at meetings, and compile and distribute meeting minutes and materials related to Regional Public Transit Coordination Association meetings and activities, and the Coordination Advisory Committee meetings and activities.

While it is proposed that the Regional Mobility Manager would report to the Coordination Board, the person would be located with a transit agency, county or municipal government, or with a human services agency within the region. This concept is proposed, because there is not the expectation that the Board will need office space or other employees. If needed, the mobility manager could be assisted in these duties by administrative staff in the entity hosting the mobility manager (with appropriate compensation provided to the host entity by the Regional Public Transit Coordination Association).

Responsibilities

The Regional Public Transit Coordination Association would have the following responsibilities (shared between the Regional Public Transit Coordination Board, the Coordination Advisory Committee, and the mobility manager):

- Create bylaws to govern its membership structure and decision-making process.
- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a “locally developed coordinated public transit-human services transportation plan.” The plan would do the following:
    - Inventory the transportation needs and resources in the region.
    - Identify gaps between the needs and available transit service.
    - Recommend strategies to fill the gaps in service.
    - Define roles and responsibilities of agencies and jurisdictions involved in implementing services defined to fill gaps.
    - Provide an implementation plan and schedule for coordinated services to fill gaps.

- Provide technical assistance to new/smaller transit agencies or human services agencies in preparing KDOT grant applications. Provide technical assistance on coordination strategies.
- Hire and direct a Regional Mobility Manager, as well as enter into the necessary contract to provide work space, material support, and administrative report for the mobility manager.

The authority of the Regional Public Transit Coordination Association only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Regional Public Transit Coordination Association will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit agencies will be integral to implementing the proposed coordination efforts by providing service in each region. Local providers will be requested to provide the following:

- Contract with the Regional Public Transit Coordination Association for the provision of services implemented by the Regional Public Transit Coordination Association, such as regional routes or coordinated dispatching.
- Prepare an operating plan and individual agency funding request. The requests would be submitted to the Regional Public Transit Coordination Association and compiled as part of a regional funding/grant application.
- Participate as a member of the Coordinated Advisory Committee. Participation in meetings will be required to receive funds through KDOT.
- Participate with the Regional Public Transit Coordination Association and Mobility Manager to develop a coordinated service plan for their geographical area and services.

APPENDIX J – SOUTHWEST CTD MATERIAL

Documentation of July 2013 Meetings

SOUTHWEST REGION COMMITTEE MEETING
MEETING NOTES FROM LIBERAL – GARDEN CITY – DODGE CITY

Liberal Meeting July 30, 2013

Introductions

A sign-in sheet for the meeting is attached. Representatives were present from Liberal public transit, Finney County Transit, Stevens County Health Department and Liberal Good Samaritan Center. Stevens County Health and Liberal Good Samaritan Center are recipients of 5310 funding.

Cory Davis from KDOT Transit was the KDOT representative.

Bill Troe and Joe Kapper from SRF facilitated the meeting.
Mark Swope and Tom Worker-Braddock from Olsson were present to connect this region to the statewide project.

Transit Coordination Project Overview

Cory Davis provided an overview of the project phase and the context to previous work.

The end product of this phase if the business model update is implementation of the preferred strategy.

Bill Troe led presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

Let's Talk about the Region

Liberal Public Transit: Operates both a fixed route service and paratransit. The fixed route service provides loops (running on arterial routes) connecting employment areas, shopping areas, colleges/schools. The limited budget does not provide adequate route miles to allow much penetration into residential areas. Thus, people using the service must walk from their homes (interior to a residential area) to an arterial stop. Service runs Monday through Friday.

Service is managed by Melanie Lunceford, who also serves as the Liberal Economic Development Administrative Assistant. The service presently carries about 2,400 persons per month on the fixed route system and about 100 customers a month on the paratransit service.

Concerns/Needs from Liberal Transit's perspective:

- Need more coverage of town – Not circulating in the neighborhoods is a concern and limits utility of the service.
- More hours. Do not provide enough hours of service per day to be used as a reliable means of getting to and from work. (especially for retail/food service jobs that are nor 8-5).
- More days of service. People that work all week (and do not have access to a vehicle) need to shop on weekends and there is not service.
- Lack of spare vehicles for fixed route and paratransit. Presently, there are no spares to support full service should a vehicle be down for repairs (which is currently the case).

- All transit employees are part time to reduce the costs. Having an essentially part time workforce creates management challenges for the Transit Supervisor – Who is also a part time transit employee. Efficiency is reduced.

Ideas they have discussed include a trip between Liberal and Garden City. There is the perception of a reasonable demand, but funding will be an issue (there is not presently enough vehicle capacity to provide the trip and maintain the level of local fixed route and paratransit service.

Good Samaritan Center: Provides transportation for their clients. Trips are medical and non-medical. Clients are charged $3.00 for a one-way trip. Good Sam provides approximately 300 rides per month, using three vans. There is the perception that reserve capacity exists. Good Sam travels to Garden City one to two times per week.

Stevens County Health Department: Is a public, non-profit providing primarily medical trips (service is open to general public). They travel to Garden City approximately two times per week. The service, based in Hugoton operates one vehicle.

General Discussion Items:

- There is the need for medical and other regionalized services trips outside the immediate SW region (i.e. Wichita, Kansas City, etc.), however, even a trip to Wichita using current service (Bee Line) requires an overnight stay. Limited transportation service to essential services is forcing some area residents to move from the region so they have access to transportation. Village Tours is investigating truncating the current Bee Line route to provide a route with Garden City and Wichita termini. This could provide an opportunity for one day round trip service to med centers in Wichita.
- Bioenergy plant in Hugoton employs 1,000 people. There is demand for service (not real large, but there is a demand) to/from the airports and larger towns that provide housing opportunities.
- Public transportation service between Liberal and Garden City has been discussed. No action – cost.

Opportunities:

Notes on needs, barriers and gaps as well as some immediate opportunities for coordination between the providers (both public and non-profit) are include in the attached FLIP CHART summary.

The following "low hanging fruit" opportunities were discussed and need to be investigated early on in the project:

- Good Samaritan takes over paratransit service in Liberal. Public transit is struggling with the vehicle needs for both fixed route and paratransit (fixed route service is less than a year old and issues are being worked out). Good Samaritan has capacity, has lift equipped vehicles, carries passengers with very similar needs.
- Good Samaritan/Stevens County/Liberal public transportation coordinate to provide service between Liberal and Garden City. Both Good Sam and Stevens County are already making the trip. If they have capacity they could also carry Liberal general public wanting to make the trip. Need to get together and determine feasibility.

Garden City Meeting July 31, 2013

Introductions

A sign-in sheet for the meeting is attached.

Cory Davis from KDOT Transit was the KDOT representative.

Bill Troe and Joe Kapper from SRF facilitated the meeting.
Mark Swope and Tom Worker-Braddock from Olsson were present to connect this region to the statewide project.

Transit Coordination Project Overview

Cory Davis provided an overview of the project phase and the context to previous work.

The end product of this phase if the business model update is implementation of the preferred strategy.

Bill Troe led presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

Let's Talk about the Region

Want to be sensitive to the idea that this meeting is one of several in the last five years where representatives have discussed needs and gaps. From this work, action is needed.

The Garden City Clarion hotel provides late night and weekend trips to the Garden City Airport. The service ($5 fare) is available to the public.

Many carpools and vanpools exist in the region (to employment centers) – All are informal.

Needs: The following were identified as needs:

- A distribution system to get to/from Bee Line service and origins/destination outside Garden City. Some Bee Line passengers have considered taking a taxi to/from Liberal, but the round trip cost is $150 (not affordable).
- Regular service between Liberal and Garden City that does not reduce the level of local service.
- Many basic social and medical services have been "regionalized" (creating islands/silos), which has reduced the convenience of using the services. Services such as a VA clinic, the Social Security office are located in maybe one community in the entire 23 county region (or not in the region at all). People need to have transit access to these services. Need to define these services, locate them and investigate opportunities to provide transportation service.
- Weekend and evening service is needed. How to fund? Most providers operate with part time staff. Adding service hours – Is complex – Keep hours at part time, adds much more personnel management time.
- Many potential customers are unaware the service exists and/or have limited English proficiency (making it more difficult to connect them to the service). Need to enhance the outreach program.
- Service to/from regional airports with commercial service. Creating an airport shuttle run between the three regional airports is needed. An abbreviated Bee Line service would help.
- Incorporating non-KDOT providers into the NOVUS scheduling system. If the goal is to centralize dispatch and there are more non-KDOT assisted providers than KDOT providers, success on centralization should include non-KDOT providers.

Coordination Opportunities/Current: Finney County Transit shares their knowledge regarding required report and has periodically provided mechanical expertise.

Following the meeting there was a discussion about Finney County providing dispatch service for Arrowhead West. The concept will be discussed in more detail leading up to/during the CTD meeting in September.

Dodge City Meeting July 31, 2013

Introductions

A sign-in sheet for the meeting is attached.

Cory Davis from KDOT Transit was the KDOT representative.

Bill Troe and Joe Kapper from SRF facilitated the meeting.
Mark Swope and Tom Worker-Braddock from Olsson were present to connect this region to the statewide project.

Transit Coordination Project Overview

Cory Davis provided an overview of the project phase and the context to previous work.

Bill Troe led presentation of the overall project approach, including the role of the Regional Committees. The presentation is attached following the notes pages.

Let's Talk about the Region

Needs: The following were identified as needs:

- Service in counties surrounding Dodge City. Most do not have any public transit service.
- Intercity connectivity. Dodge City has some very large employment centers, but there is no public transportation service from outside of town to get people there and home. Service connecting Dodge City, Liberal and Garden City would be very beneficial. Add to this some level of service to Wichita.
- There are affordable housing shortages in Dodge City and other larger towns. The smaller surrounding communities can provide a source of affordable housing, but there is no regular transportation service. If a person cannot drive, it makes it difficult to seek out more afforadable housing.
- Medical services trips. Perception is that people have moved out of small towns because they need a higher level of medical service and have no transportation. Regionalization of many of the most critical services has exacerbated the concern.
- Addressing the weather. Requiring people to wait a long time at a stop (in poor weather) impacts the viability. High winds also periodically impact service (transit vehicles are high profile and are subject to wind).
- Determining the appropriate vehicle. There is the perception that KDOT has a very limited breadth in what is available to providers. The 15 passenger van is too large for most (need to carry 2-3 people at a time). Is the perception accurate?
- Need to streamline program rules. Lots of training and testing is required, but with part time drivers is it difficult to manage.
- Are there opportunities to coordinate/create a VA One Click Center?
- Commute needs are not very well accommodated. Some perceive that large employers have people commuting from longer distances. Tom Allen (Cargill) – Vast majority of employees come from within Dodge City

- Transportation of minors. Foster care of minors is managed on a regional basis, so children are transported throughout the region (undefined in size). If there was an intercity service, there may be some efficiencies.

How to create/maintain a reasonable intercity travel time AND connect smaller towns that are not right on the interconnecting route is difficult.

Questions asked of KDOT and the consultant:

- What happens after 2014 – Who takes over management of the concepts that are developed to ensure they are implemented?
- Will the consultant help find funding for localities (for the match)? Will provide input on amounts, general ideas of sources.

Opportunities:

The council in Cimarron has allocated funding each of the last few years to support transit, but no concept has been implemented. Need to advance the concept to figure out what they are looking for, is it logical, who would/could provide the service and can it be funded within the constraints of the local budget?

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - SW REGION #1 - LIBERAL

DATE - 7/30/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Melanie Lunceford PH: (620) 626-2257	Transit Supervisor	melanie.lunceford@cityofliberal.org
(620) 626-2211 (620) 655-2974 (cell) PH:		
Bonnie Burgardt PH: 620-272-3626	Transp. Director	bonnieb@fitks.com
Bobbie Mooney PH: 620-272-3626	S.W. Ks. Transit Mgr.	bobbiem@fitks.com
PAULA M. ROWDEN PH: (620) 544-7177 x16	STEVENS COUNTY HEALTH DEPT.	svcohlth@pld.com
Kathy Sanko PH: 620-624-3831	Good Samaritan-Liberal	ksanko@good-sam.com
PH:		
PH:		

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - REGIONAL COMM. SVC – #1 GARDEN CITY

DATE - 7/31/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Jennifer Brucker PH: 620-384-7845	Office Assistant Hamilton Co UPS Inc	hcvip@net.org
Marsha Valentine PH: 620-290-5055	Board Member Sr. Center / Transit Center	mivan@yahoo.com
Barbara Jensen PH: 620-272-3620	Senior Center Director	bjensen@finneycounty.org
Crysta Jones PH: 620-397-5356	County Clerk / Trans Lane County	lanecomm@st-tel.net
Randy Partington PH: 272-3542	Finney Co. Administrator	rpartington@finneycounty.org
Vanesa Avila PH: 227-8803	Arrowhead West, Inc	vavila@arrowheadwest.org
Marcy Duncan PH: 272-3626	Finney County Transit	marcyd@fitks.com
Simone Cahoj PH: 620 375-2482	Wichita County Economic Development	wced@wbsnet.org

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - REGIONAL COMM. SVC - #1 GARDEN CITY

DATE - 7/31/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Bonnie Burgardt PH: 620-272-3626	Finney County Transit 1008 N. 11th Garden City KS 67846	bonnieb@fitks.com
Dave Jones PH: 620-275-9793	County Commission	djones220@cox.net
Bobbie Mooney PH: 620-272-3626	Finney Co. Transit	bobbiem@fitks.com
John Doll PH: 275-9304	State Legislature	johndoll22@gmail.com
Sister Janice Thome PH: 620-521-1387	Dominican Sisters Ministry of Presence Parents as Teachers: Teen Education	presence@odsgc.net
Cliff Mayo PH: 276-7583	County Comm.	C.Mayo2@cox.net
Beth Tedrow PH: (620) 276-7066	FCCA Chair & (FIT) Transit Center Board	btedrow@cox.net
Anna Velez PH: 276-2958	FCCA member	

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - SW Regional Comm #1 Dodge City

DATE - 7/31/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Danny Gillum PH: 620 789-0344	Commissioner Ford County	dgillum@fordcounty.net
Jane Graf PH: 620-225-8160	Adm Asst - Dodge City Parks + Recreation	janeg@dodgecity.org
Kathy Denhardt PH: 620-682-0011	Mobility Mgr Dodge City / Ford County	Kathyd@dodgecity.org
Kathleen Holt PH: 620-855-2244	Co-Chair Gray Co Eco Devo Council	kholt@ucom.net
Bonnie Burgardt PH:	Finney County Transit	
Bobbie Mooney PH: 620-272-3626	Finney Co. Transit	
Paul Lewis PH: 620/225-8160	City of Dodge City	paull@dodgecity.org
Tom Allen PH: 620-227-0587	Cargill	Tom_Allen@Cargill.Com

OLSSON ASSOCIATES | URS | SRF

REGIONAL COMMITTEE INITIATION MEETINGS -- RECORD OF GROUP NOTES
MID-AMERICA AIR MUSEUM LIBERAL, KS JULY 30TH 1:00-3:00PM

NEEDS

- MARKET RELATED:
  - COVERAGE WITHIN LIBERAL (CURRENTLY 2 FIXED ROUTES, NEED ADDITIONAL ROUTES TO FILL SPATIAL GAPS)
  - SPAN OF SERVICE
    - WEEKENDS, MEETING NEEDS OF SHIFT WORKERS
  - MEDICAL TRIPS TO GARDEN CITY
  - EMPLOYMENT
    - HUGOTON BIO-ENERGY FACILITY
  - CRITICAL SERVICES IN DODGE CITY (MEDICAL, SOCIAL SECURITY)
- OPERATIONAL:
  - FLEET CAPACITY – LIMITED FLEET PREVENTS ADDITIONAL FIXED ROUTES, MEETING ALL DEMAND RESPONSE NEEDS

GAPS (AREAS WITHOUT SERVICE)

- CONNECTIVITY TO BEE LINE
- HOSPITAL DISCHARGE PATIENTS THAT MUST MAKE A REGIONAL, OR SOMETIMES VERY LONG DISTANCE, TRIP

CHALLENGES (BARRIERS TO MEETING NEEDS/COORDINATION)

- IN AREAS WITHOUT TRANSIT:
  - LACK OF UNDERSTANDING
  - STAKEHOLDERS DO NOT SEE THE BENEFIT OF HAVING TRANSIT SERVICE
- MANAGEMENT AND ADMINISTRATIVE CAPACITY
- SCARCE FUNDING (LOCAL)
- UNMET DEMAND IN LIBERAL
  - INSUFFICIENT STAFFING AND SERVICE HOURS
- GOOD SAMARITAN WOULD BENEFIT FROM ADMINISTRATIVE CAPACITY

- LACK OF MANAGEMENT TRAINING

LOCAL OPPORTUNITIES

- STAKEHOLDER "BUY-IN" TO IMPROVE TRANSIT AND IMPLEMENT COORDINATION
- FINNEY COUNTY HAS THE MOST EXTENSIVE RESOURCES DEDICATED TO TRANSIT
- EXISTING SUCCESSFUL COORDINATION (CITY OF LIBERAL AND GOOD SAMARITAN)
- POTENTIAL EXCESS CAPACITY AND DUPLICATION GOING TO/FROM GARDEN CITY

REGIONAL COMMITTEE INITIATION MEETINGS -- RECORD OF GROUP NOTES
FINNEY COUNTY TRANSIT, GARDEN CITY, KS, JULY 31ST 8:30AM-10:30AM

NEEDS, BARRIERS, GAPS

- LACK OF CONNECTIVITY TO INTERCITY BUS CARRIERS
- CRITICAL SERVICES IN OTHER CITIES (REGIONALIZATION)
  - SSA IN DODGE CITY, IMMIGRATION SERVICES, COURTS
- GROWING SENIOR POPULATION, SOME OF WHOM ARE VERY POOR AND CANNOT DRIVE. LOW INCOME SENIORS ARE A KEY MARKET.
- MEDICAL SPECIALISTS ARE REGIONALIZED
- IMBALANCE OF IN-TOWN VS. REGIONAL TRIPS
  - LACK OF FLEET AND PERSONNEL TO EFFECTIVELY SERVE BOTH MARKETS
- WEEKEND SERVICE
- TRAVEL TRAINING AND OUTREACH IS NEEDED
  - INDIVIDUALS WITH LIMITED ENGLISH PROFICIENCY.
  - SENIORS THAT ARE UNFAMILIAR WITH TRANSIT, OR HAVE ANXIETY ABOUT USING THE BUS
  - PEOPLE THAT CANNOT LEGALLY DRIVE

EXISTING COORDINATION

- AIRPORT HOTEL TRANSPORTATION IN GARDEN CITY
  - HOTELS OPERATED DEMAND RESPONSE SERVICE ON WEEKENDS, FINNEY COUNTY OPERATES SERVICE ON EARLY MORNINGS.
- FINNEY COUNTY IS THE CTD ADMINISTRATOR, THEY COORDINATE REPORTING, SOME MAINTENANCE ACTIVITIES, PEER SHARING, AND TECHNICAL ASSISTANCE.

STRATEGIES

- CORRIDOR BASED ROUTES

REGIONAL COMMITTEE INITIATION MEETINGS -- RECORD OF GROUP NOTES
MARIAH HILLS GOLF COURSE, DODGE CITY, KS JULY 31ST 1:30PM-3:30PM

NEEDS AND GAPS

- REGIONAL TRIPS
  - LIBERAL – GARDEN CITY – DODGE CITY
  - EMPLOYMENT
    - BEEF PROCESSORS
    - FUEL PRICES AFFECT WORKERS' ABILITY TO GET TO JOBS. THE TRANSIT NETWORK SHOULD BE ROBUST ENOUGH TO DEAL WITH SPIKES IN DEMAND.
- FLEET CAPACITY – CANNOT DEDICATE VEHICLES TO OUT-OF-TOWN TRIPS AND MEET IN-TOWN NEEDS.
- REGIONALIZATION OF SERVICES HAS INCREASED DEMAND
- AGING IN PLACE
  - IF A SENIOR MUST MOVE TO BE CLOSER TO CRITICAL SERVICES, THERE IS A SHORTAGE OF AFFORDABLE HOUSING. THIS IS A BARRIER TO FRONTIER TO RURAL MIGRATION AND CREATES A MOBILITY NEED.
- WEATHER CONDITIONS
- COORDINATING PUBLIC TRANSIT WITH AIRPORT TRIPS
- TRAVEL TRAINING
  - NEW RIDER ANXIETY
  - CHANGES IN PROVIDERS
  - OPPORTUNITY TO CENTRALIZE THIS FUNCTION WITH TRANSIT AGENCY OR MOBILITY MANAGER.
- VOLUNTEER NETWORK NEEDS TO BE INVOLVED
- SILOS
  - PROGRAM RULES, ELIGIBILITY RESTRICTIONS, PUBLIC AND SPECIALIZED PROVIDER NETWORKS.
- PROVIDE A FLEXIBLE OPTION TO SINGLE-CAR HOUSEHOLDS

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Regional Outreach Meeting #1

July 30/31, 2013

OLSSON ASSOCIATES URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Purpose/Outcome Goals for Today's Meeting

- Get to Know the Stakeholders Involved
- Relate the KDOT Program Goals
- Gather Input on Local Needs, Services and Gaps
- Discuss On-going Coordination Activities
- Identify Additional Participants

OLSSON ASSOCIATES URS SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Introductions

- KDOT Team
- Local/Regional Stakeholders
- Consultant Team

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Transit Coordination Project Overview

- Why Regionalization?
- What are the goals?
- What is meant by coordination?
- What is the role of the regional committee and the statewide committee?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Why Public Transit Regionalization

- T-LINK Task Force Recommendations
  - Create a regional transit business model
- Identify Opportunities for Coordination
  - Enhanced service – Effective and efficient
- Implement Service Concepts
  - Supported with data
  - Support needs/goals
  - "Put the rubber to the road"
- Effectively Serve the State's Transit Needs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What are the Goals

- Improve travel opportunities for residents – Focus on transit dependent:
  - Can no longer drive
  - Cannot afford private vehicle
  - Cannot afford private service
- Address increasing costs of service:
  - Efficiency
  - Share fixed costs over more people
- Define service programs across the state based on unique needs/opportunities:
  - Travel patterns
  - Characteristics of population
  - Proximity of potential partners
  - Funding opportunities/constraints
- IMPLEMENT New Business Model

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 1

- Identify Partners
  - Is there a LOCAL desire to participate in the regional transit vision?
- Identify the Available Resources
- Identify Needs, Gaps and Opportunities

Phase 1

- What Are the Market Needs in the Regions?
  - Potential Customers
  - Geography/Service Areas
- What are the Resources:
  - Services/Facilities/ Vehicles/ Staff
  - Technology
  - Funding
- Gaps

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Phase 2

Provider/Concept to Include?

- Public Transit:
  - Fixed Route
  - Demand-Response
  - Deviated Fixed Route
- Elderly/Handicapped Services
- Volunteer Drivers
- Taxi
- Carpools/Vanpools

Phase 2

- Potential Directions/ Concepts
- Review Alternatives:
  - Address Needs (Priorities)
  - Relative to Other Performance Measures
- Coordination Requirements
- Partnering Opportunities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Steps

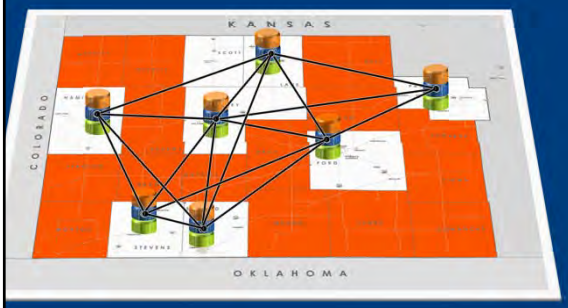
- Implementation
  - Central dispatch
  - Regional routes
- Governance Structure
  - Operations
  - Funding
- Regional Service Expansion

Phase 3

- Organization/ Governance Changes:
  - Operating
  - Funding/Oversight at Local Level
- Develop Implementation
- Organize Implementation Programs and Evaluation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

What is Coordination



Service

- Ride Planning
- Route Planning
- Hours/Days
- Dispatching
- Providing Rides

Management

- Purchasing
- Reporting
- Insurance
- Training
- Testing/ Compliance

Maintenance

- Vehicles
- Facilities
- Fuel
- Tires

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider	Service Contracting	Collaboration between Providers
Trip Scheduling Vehicle Dispatching Internal: • Drivers • Maintenance • Vehicle Ownership Marketing/Education Administration	One Area Purchases Services from another Provider: • Trip Scheduling • Vehicle Dispatching • Drivers • Maintenance • Vehicle Ownership • Marketing/Education • Administration May Not Purchase All Services: • Administration • Trip Scheduling • Marketing/Education	Independent Providers Function-based – Not Organization-based Multiple Providers Share Responsibilities and for Defining Rules: • Who is Eligible for Service • Trip Planning • How Trips are Scheduled • How/From are Vehicles Dispatched • Fares • Marketing and Education Programs • Reporting/Compliance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination – Range of Concepts

Single Full-Service Provider ← Service Contracting → Collaboration between Providers

Questions to Address Along the Way:

- Is one model appropriate for the ENTIRE state? (Would it provide an appropriate level of service at a manageable cost)
- Could more than one model be appropriate for a each region?
- Is there another model that has not been suggested?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Project Committees - Roles

Regional Committees

- Be a Source for Defining Needs/ Barriers
- Help Define Ideas
- Provide Feedback on Alternatives

Statewide Committee

- Single Source Representing State's Diversity
- Integrate Regional Concept:
  - Common to all/most/ many
- Prioritize Future Actions

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Project Timeline

Regional Committees - Milestones

2013 | 2014

Kick Off

Information Gathering

1
- Background
- Needs/Gaps
- Introduce Strategies

2
- Introduce Strategies
- Discuss Strategies

3
- Recommended Action
- Implementation Concept

Work with Individual/ Groups of Providers
- Operational Details
- Governance
- Funding/Financing

Implementation
- Areas
- Phases of Full Concept

Statewide Management Committee- Milestones

Kick Off

Information Gathering

1
- Goals
- Regional Information
- Strategies

2
- Strategies

3
- Funding/ Financing
- Strategies

4
- Governance
- Funding/ Financing

5
- Governance
- Performance Measures

Implementation

6

OLSSON URS SRF

Kansas Department of Transportation

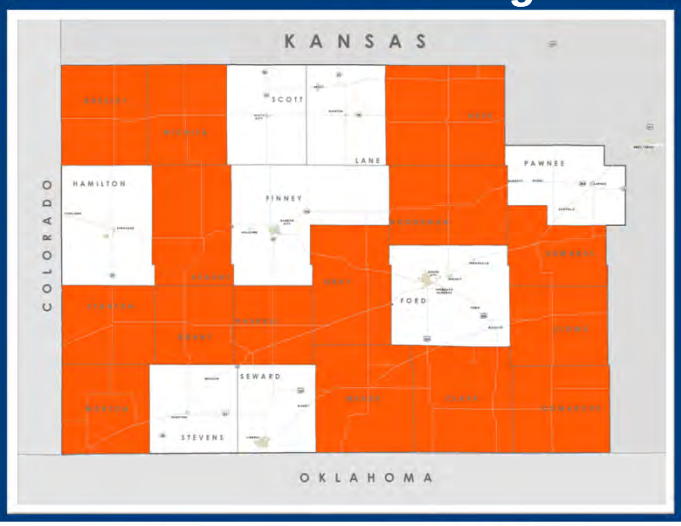
KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

OLSSON URS SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Our Definition of the Region



- County with Transit Service
- No Transit Service

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Let's Talk About the Region

- Active Coordination in Region
- Needs Relative to Service Available
- Barriers to Filling Gaps

- Counties/Communities without Transit Service:
  - Input on why service is not provided
  - Are needs different/unique from areas with service?
- Are there other Services Organized under a REGIONAL Format (Use as Models in Region)?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Finish Interviews/Data Collection with Providers and Commissioners/Councils
- Document Needs/Services/Gaps
- Develop Coordination Ideas:
  - Working with Providers
- Come Back and Discuss them with Committee

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Overview of Transit Service in the Northern Counties of the SW Region

To: KDOT Advisory Team

From: SRF Consulting Group, Inc.

Date: November 21, 2013

Subject: SW Region Northern County Transit Providers

Scott City/County

Provider: Scott County VIPs, a nonprofit focused on seniors offering meals, activities, and transportation

Vehicles: 1 1995 lift-equipped vehicle with 100K miles on it (14 seats?); 1 20-passenger bus with no lift/ramp with 28K miles

Hours: 9am-3pm, weekdays

Service area: Scott, Finney, and Wichita Counties

Operating costs: Unknown

Fares (might be out-of-date): In-town: $3; intercity: driver's rate plus mileage. KUTC lists the mileage rate as $0.485 per mile.

Relationship to federal funding: Left the 5311 program due to the requirement to pay drivers. Used volunteer drivers. Rejoined the 5311 program in 2012 to gain access to capital funds for new lift-equipped vehicle, but seemed to resent waiting period for that funding and had difficulty paying drivers. Left the program again since then.

Sources:

Kansas University Transit Center,

http://www2.ku.edu/~kutc/cgi-bin/RTAP_agencies.php?ag=163

Scott City Record, 9/14/2012,

http://www.scottcountyrecord.com/news/local-seniors-count-on-vip-for-needed-mobility

Leoti/Wichita County

Provider: Scott County VIPs (according to KUTC)

Vehicles: 1 non-lift/ramp-equipped vehicle stationed in Leoti; access to lift-equipped vehicle located in Scott City.

Hours: 9am-3pm, weekdays, if Scott County VIPs holds the same hours here as in Scott County.

Service area: Unknown

Operating costs: Unknown

Fares (might be out-of-date): In-town: unknown; intercity: driver's rate of $10 per hour plus mileage. KUTC lists the mileage rate as $0.485 per mile.

Relationship to federal funding: See above for Scott County VIPs.

Lane County

Provider: Lane County Transportation, based in Dighton.

Vehicle: 1 13-passenger lift-equipped vehicle

Hours: 8am-5pm, weekdays; by request, weekends.

Service area: Primarily Lane County. Medical trips are available to surrounding counties/cities. Hays appears to be a somewhat regular destination.

Operating costs: $1.70 per mile.

Fares: $2 per roundtrip, suggested donation.

Relationship to federal funding: Received $13,200 in 5311 funding in FY 2014.

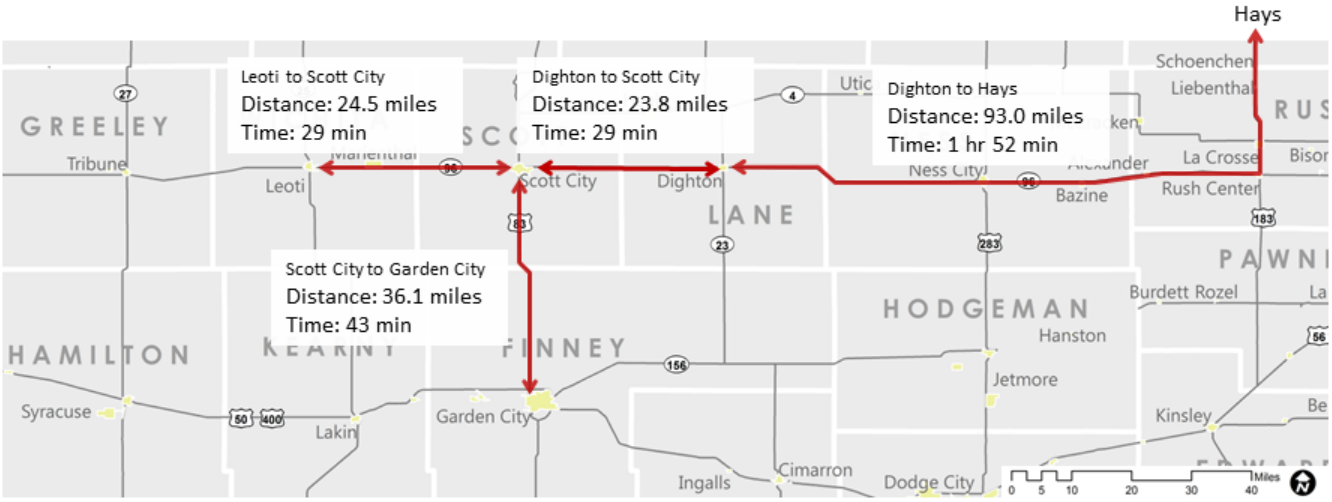
Greeley County

No transit service available.

Potential Coordination

1. Lane County could pick up passengers in Scott City on the way to Garden City, if Lane County ever travels to Garden City.
2. Lane County could shuttle passengers to Scott City, and Scott City VIPs could provide the trip into Garden City.
3. Greeley County could acquire a vehicle and travel through Leoti and Scott City, picking up people on the way to Garden City.
4. Currently, Scott City sends a lift-equipped vehicle to Leoti to pick up nonambulatory passengers and deliver them to Garden City 1-2 times per month.

Distances and Travel Times



Key Considerations

1. Lane County Transportation only asks for a $2 suggested donation. Scott County and Wichita County (through Scott County VIPs) has a relatively high fare of $10 per hour plus $0.485 per mile. The differences in fares need to be reconciled.
2. Lane County Transportation is part of the 5311 program while Scott County VIPs is not.

Range of Coordination Strategies Considered

SRF Consulting Group, Inc. | Engineers Planners Designers

Memorandum

SRF No. 8105

To: SW Regional Committee

From: Bill Troe

Date: November 27, 2013

Subject: Range of Transit Coordination Strategies for Region

Background/Purpose

Over the fall months KDOT and the consulting team have been reviewing and evaluating the information gathered through the series of Regional Committee meetings held across the state. Through that review we have developed summaries of the needs/gaps in the current transportation services that are provided within communities and counties in each region and across regions, including gathering additional input from people attending the first round of meeting on the relative importance of addressing each of the gaps. Through this step we were able to prioritize our work developing strategies for those most critical needs/gaps. As funding for transportation services is scarce at the local, state and federal levels relative to the gaps, prioritization is critical to promote addressing the most important areas before the less severe.

The focus of this next round of meetings will be discussing ideas the consulting team has been working with along with KDOT staff and, in some cases, local transit agencies, to address the gaps. Our goal in defining the strategies has been to "right-size" the concept balancing the issue/need/gap with the current services and financial constraints likely in place at all jurisdictional levels.

The purpose of this memo is to provide committee members with background information and the list of strategies that we would like to discuss at the December 4, 2013 regional committee meeting in Garden City. We are structuring the meeting as an interactive discussion through which we can get input/reaction to the range of strategies included in this memo and ideas for additional/ alternate strategies that committee members believe have merit for evaluation.

The remainder of this memorandum provides information on the gaps/barrier/needs that were identified through the initial meeting, results of an earlier request for committee representatives to prioritize the needs/gaps/barriers and a table containing basic information on the strategies that have been identified by the consultant team. We ask that committee representatives review the material before the meeting so we can spend the majority of our time discussing the merits and feasibility of the most promising concepts. An intended primary product of the December 4, 2013 meeting will be identifying which of the concepts to retain for continued assessment and which to eliminate at this time.

If you have any questions or have an idea that you would like to have added to the list of strategies, please contact Bill Troe at (402) 778-5025 or via email at btroe@srfconsulting.com.

Prioritization of the Needs/Gaps/Barriers

The focus of the late July committee meetings was discussion of unmet needs across the region and within individual jurisdictions. The need descriptions gathered in the three meetings (Liberal, Garden City and Dodge City) were discussed by KDOT staff and the consulting team relative to those identified in similar meetings held in locations across the state. A product of the rolled up to the statewide level discussion was a list of 13 gaps/needs (listed in this memo as A through M) that encompassed those more specific needs identified at the local levels. The rolled-up statewide list of gaps/needs was circulated to committee representatives and other agency representatives attending the July meetings, with a request to provide input on prioritizing the needs. People were asked to group the needs as follows:

- Highest priority: Identify the four needs that are the highest priority to address.
- Moderate priority: The grouping of the next four highest priority needs to address.
- Lower priority: Of the listed 13 needs, which are the lowest priority/importance to address. Being placed in this category does not result in the needs being dismissed, but as there will be a finite amount of funding that can be allocated to transit service, these would be addressed after the higher priority are evaluated.

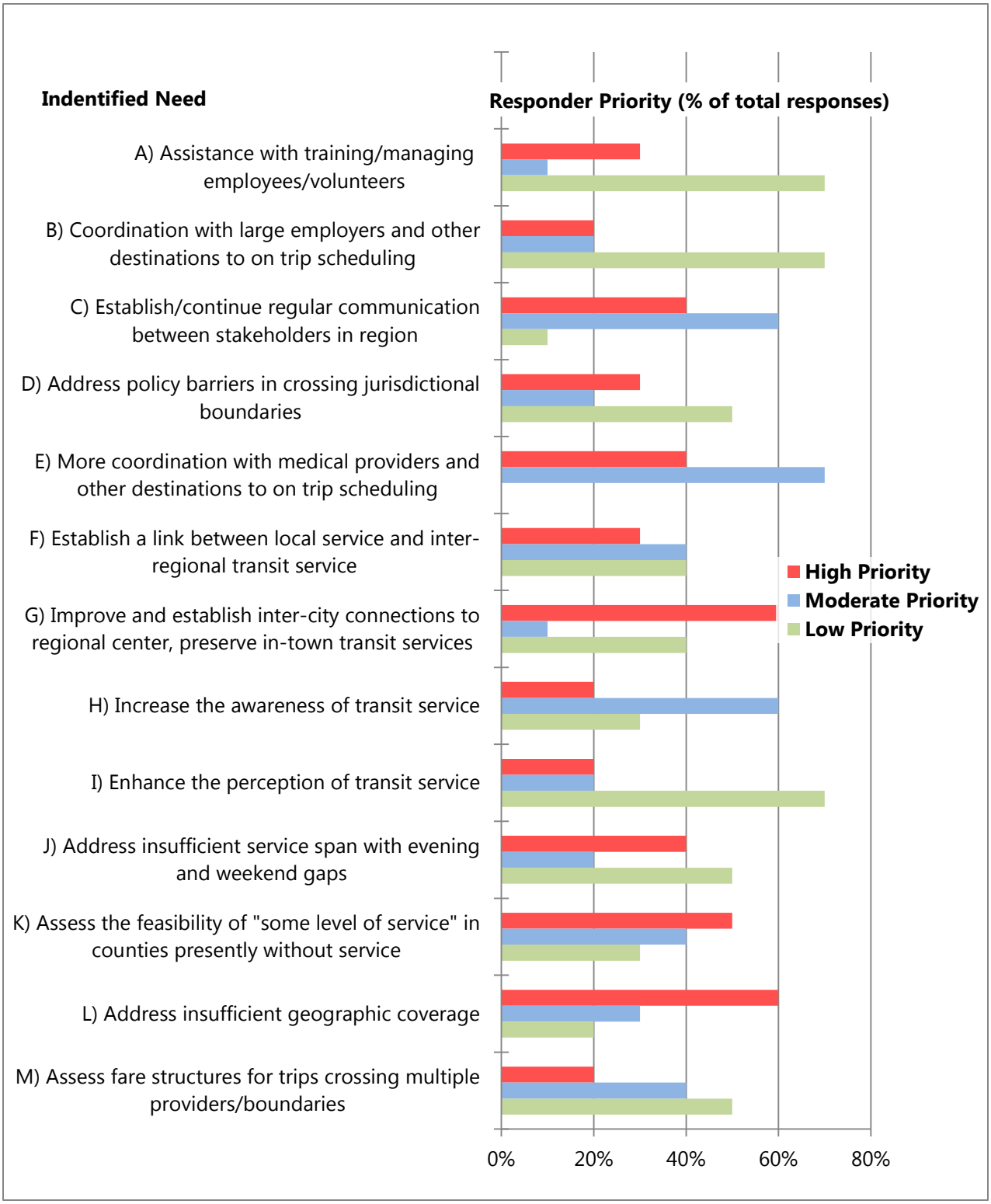
Figure 1 displays the prioritization ordering of needs included in the table represents the input received by representatives in the Southwest Region. Please review the table and bring with you to the December 4, 2013 meeting any comments you have regarding the prioritization. Material provided at the meeting will be how the prioritization in the Southwest Region related to the state as a whole.

Summary of Responder Input

Nearly all needs received votes for all three categories, though some rankings stand out. The following needs were identified as higher priority by the respondents (the numbers of votes for each priority category are listed in parentheses):

- ***Need to establish/continue regular communication between stakeholders in region*** – (1 Low, 6 Medium, 4 High) Communication is key to any coordination effort. Ranking this need as a high priority suggests a willingness among respondents to work together to address common issues. Communication can also help facilitate the education of transit agency employees/ volunteers as people share their experiences in addressing various issues.

Figure 1. Priority/Importance to Address Each Identified Need – From Regional Committee Members



- ***Need more coordination with medical providers and other destinations on trip scheduling*** – (0 Low, 7 Medium, 4 High) The need to coordinate with medical providers is the only need that received no votes for low priority. Coordination with medical providers could help cluster appointments for people depending on public transportation, allowing them to share rides and make the provision of service more efficient, especially on costly intercity trips.

- ***Need to address insufficient geographic coverage*** – (2 Low, 3 Medium, 6 High) The desire to address insufficient geographic coverage indicates that transit providers see unmet demand for service near where they operate. In Liberal, for example, fixed route transit operates only on arterial streets, requiring people to walk a distance to the bus stops. Expanding service deeper into residential areas would make it easier for some people to access transit services. In some areas, it could mean expanding service further outside of city limits. As seen in Figure 1, this need is distinct from the need to assess the feasibility of "some level of service" in counties presently without service.

- **Need to improve and establish inter-city connections to regional centers while preserving in-town transit service. Including designated inter-regional corridors for service** – (4 Low, 1 Medium, 6 High) Votes for establishing intercity connections were split fairly evenly between high and low priority, though the need tied for the highest number of votes for high priority. Given the aggregation of services in larger towns and the perceived demand for access to those services, some stakeholders clearly view intercity trips as critical to providing a worthwhile service. The divided voting on this could be a result of whether or not stakeholders have access to specialized services in their hometowns.

List of Strategies/Assessment Summary

The consulting team conducted a series of internal workshops and met or discussed with representatives of many of the public transit agencies and several providers that do not participate in the KDOT transit grant programs many of the identified strategies. The purpose of the December 4, 2013 regional committee meeting is to discuss the broad range of concepts/ideas with the wider committee. Table 1 provides information regarding the strategies that have been discussed both internally and with representatives from some of the public agencies in the region. The table has been constructed to provide a brief overview of each concept defined to this point. **Please note these are ideas and not final in any way. The information provided is intended to provide the critical background for discussion on December 4, 2013. Please bring additional ideas that you have or send them to Bill Troe at btroe@srfconsulting.com..**

As stated at the beginning of this memo, one of the primary purposes of the meeting on December 4, 2013 is to review this broad range of ideas and establish two lists:

- Retained Ideas: Those concepts in the list that should be advanced for more detailed review and evaluation.

- Set Aside Ideas: Those strategies that are in general consistent with addressing the need, but are not appropriate for implementation in the region.

Figure 2 supplements the information in the strategies table by highlighting the connectivity provided by the range of intercity service alternatives provided in the summary table.

Table 1: SW Region – Alternate Strategy Summary

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Intercity Service – Liberal to Garden City		
Option 1 – Stevens County Transit Revises Current Route to Provide Service: • Initial Assumption – 2 Days Per Week Service (will determine day later) • In Liberal – Assume just one stop at the City Hall Bus Stop. Coordinate stop at top of hour.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services). Stevens County Health Department provides on-demand service from Hugoton to Garden City. Typical month – Approximately 3 trips. Average ridership is 1-3 persons/trip.	Requires a larger vehicle. Maximum reasonable size for Stevens County is 15 passenger bus. Satanta – May be too far off US 83 to be able to connect. Have alternate for Stanta of coordinating with Grant County// Ulysses service to Garden City. Flight arrival time in Garden City in afternoon – Likely results in extending Stevens County service day.
Option 2 – Create NEW Intercity Service Route in the US 83 Corridor. Concept for service could include deviation from US 83 to provide intercity service to Sublette and Satanta.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services).	Governance format is critical. Who is responsible agency: • FIT? • Liberal City Bus? • New regional agency?
Intercity Service Along the US 50/US 400 Corridor (Garden City to Dodge City)		
Option 1 – Garden City to Cimarron – Create New Service. The distance (<35 miles) between Garden City-Cimarron and population of Cimarron, may warrant daily service.	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Garden City (along with Dodge City) is a regional medical service, regional shopping and employment center for residents of Cimarron.	Need to determine whether can provide as an 'expansion" of FIT service area. Would be able to share administrative costs with established agency. If can provide one or two days a week service at low incremental cost, might be sufficient for good portion of need (then add to benefit). Governance format is critical. Who is responsible agency: • FIT? • Cimarron? • New regional agency?
Option2 – Dodge City to Cimarron – Create New Service. The distance (<20 miles) between Dodge City-Cimarron and population of Cimarron, could likely warrant daily service	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Dodge City (along with Garden City) is a regional medical service, regional shopping and employment center for residents of Cimarron.	Need to define the primary purpose of the service. If for employment, would need to be multiple trips per day and start early and (possibly) run late. If medical and/or shopping, one trip per day might be acceptable. Need to determine feasibility of Dodge City taking on both fixed route service and an expansion in service area.
Option 3 – Dodge City to Garden City with Intermediate Stop in Cimarron	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application.	
Intercity Service Grant County-Haskell County to/from Garden City		
Ulysses to Garden City Intercity Service – Coordinate intercity service connecting Ulysses with Garden City, with intermediate stops in Satanta and Sublette. The concept could be to provide one or two scheduled trips per month to Garden City. These would be advertised in Ulysses, Satanta and Sublette. The provider is confident that a small number of scheduled intercity trips could be accommodated.	Grant County/Ulysses Senior Center provides local and intercity service for persons in Ulysses. The service is principally to provide seniors, low-income persons and persons with a disability transportation, when there is capacity/opportunity, general public trips are provided. Trips are made to Garden City on-demand, which is approximately 1-3 times per month. Excursion trips to concerts are set up in advance. Medical trips make up the vast majority of the non-excursion trips.	Must be cautious in reviewing/suggesting new grantees as there are requirements to be satisfied.

Concept Strategy – Need Addressed	Background – Current Conditions	Comments
Intercity Service US 50/400 West Corridor to Garden City (Syracuse-Lakin-Deerfield-Holcomb)		
Coordinate existing trips from Syracuse to Garden City with communities along the US 50/400 corridor (Lakin, Deerfield, Holcomb).	Hamilton County presently makes one or two trips per week to Garden City. As average daily ridership is fairly low (2-3 per day), there is likely opportunities to carry more passengers on the trips. Most of the trips to Garden City are for medical visits.	Need to establish a schedule and fare structure.
Extend Centralized Dispatch from Finney County		
Add Stevens County and Liberal City Bus to FIT's service area	FIT presently provides vehicle dispatching service for Finney County fixed route and paratransit service and for Dodge City demand-response service. Annually, FIT presents Dodge City with a proposal for the next year's cost. The fee is determined based on the percentage of total reservations handled in Dodge City relative to the total.	
Intercity Service Leoti-Scott City-Dighton to Garden City		
Promote coordination in travel between Leoti-Scott City-Dighton for trips to Garden City. Establish a scheduled one to three times per month trip to Garden City between the providers. Option 1: Dighton and Leoti customers are brought to Scott City and Scott County carries them to/from Garden City. Option 2: Leoti travels through Scott City on way to/from Garden City and picks-up/ drops-off Scott City and Dighton riders. Dighton shuttle customers back and forth to Scott City. Option 3: Dighton travels through Scott City to Garden City – Picking up in Scott City	Trips have been documented through KUTC and newspaper stories about service between Leoti and Garden City and Scott City and Garden City. Trips between Lane County/Dighton and have not been documented (but distance and services in GC suggest they occur – unless all provided in Hays – farther away). There is some level of on-going coordination between Leoti and Scott City for persons requiring a vehicle with a lift. The Scott City vehicle has a lift while none in Leoti. No documented coordination between Lane and Scott Counties.	
Formalize Rideshare Programs		
Create formal Rideshare focusing on larger employers: • Option 1 – Low Tech Individual Employer Focused Carpool Program. Concept would be to provide individual employers with printed and editable material for setting up a rideshare board. • Option 2 - High-Tech Rideshare Program: An organization (such a transit agency or governmental body) can set up an Internet-based rideshare board to assist people in organizing carpools to work or other destinations.	Several large employers in the region provide common destinations for people traveling to work. Each day, workers travel along similar routes to the Cargill and National Beef plants in Dodge City, the ethanol plants in Garden City, Liberal, and Leoti, and the many area hospitals. Informal carpools likely exist serving a small number of employees.	A College of New Jersey official mentioned that the most expensive iCarpool packages for organizations as large as universities cost around $10,000 per year.
Vanpool – A governmental body, transit agency, or larger employer purchases or leases a van for use by a group of people to commute to work at the same or nearby locations. The passengers share a fee covering the cost of operating the vehicle. One person in the group drives, often in exchange for a free fare. The driver is responsible for storing and maintaining the vehicle, collecting fares, and keeping vehicle records.		Evaluate if a local vanpool program can be part of the Kansas state employee vanpool program operated out of the Kansas Department of Administration. Establishment includes finding/vetting a driver, determining the fare structure, developing a protocol for communication among the passenger group.

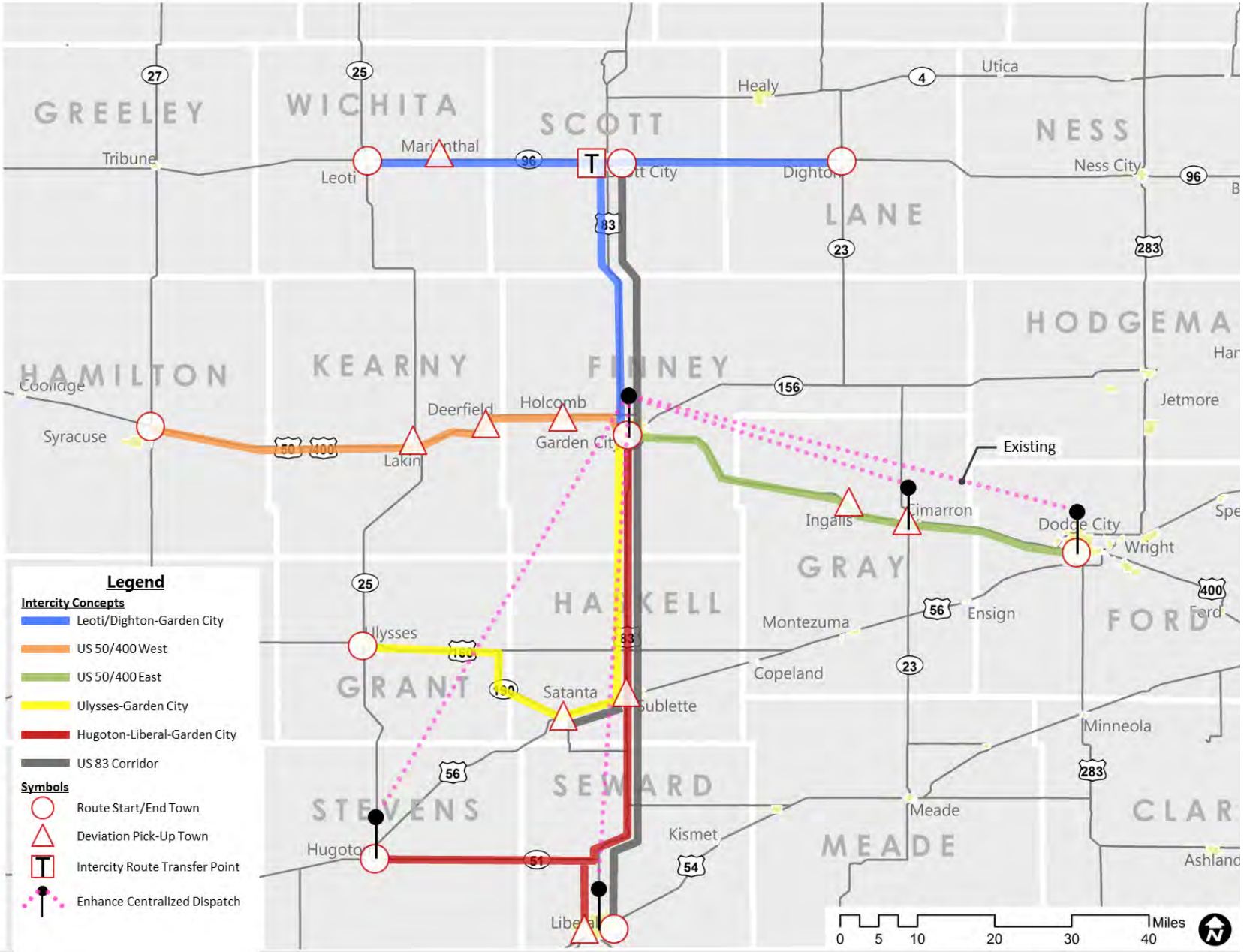


Figure 2: Universe of Coordination Strategies
Southwest Region

Documentation of December 2013 Meeting

SOUTHWEST REGION COMMITTEE MEETING #2
GARDEN CITY – CITY HALL

December 4, 2013

Introductions

A sign-in sheet for the meeting is attached. In total, 23 people were present representing a range of communities, public transit agencies, human services transit providers, transit board members, county supervisors/commissioners, a state representative, senior centers, and KDOT.

Each person present was provided the opportunity to introduce themselves.

Joel Skelley, KDOT State Multimodal Planner, welcomed people to the meeting and thanked them for participating.

Agenda/Content of the Meeting

Bill Troe (SRF) provided a summary of the goal of the second meeting of the regional committee. The primary goal is to identify from the universe of alternatives the coordination/mobility management concepts that will have promise to meet the goals of the project (increase number of people with access to transit, a lower cost per rider, increased frequency of service, etc.).

Sister Thome suggested that using the region-wide average household income ($51,000) skewed the actual condition in the region. While the information may be the value collected during the census, other data suggests a different condition. In Finney County, 70 percent of the students are from families that qualify for reduced cost lunches. In the county there are 100 children in homeless conditions. Persons defined for census purposes as minority actually make up more than 50 percent of the county population. The consulting team will review the information in the Existing Conditions report and that presented by Sister Thome and make revisions as warranted.

Bill Troe presented the summary of the needs/gaps identified through the July 2013 regional committee meetings in Liberal, Garden City and Dodge City. The 13 needs summarized from meetings were distributed to committee members and others attending the July meetings with the request to identify which were the highest priority to address. Those were highlighted in the presentation:

- Improving/expanding communication between transportation providers in the region.
- Coordinating transportation service with medical providers.
- Insufficient geographical coverage of existing services.
- Limited/no intercity service to regional centers.

The alternate strategies developed were primarily focused on addressing these four issue/needs/service gaps.

Approximately 12 people responded to the request to prioritize the needs/issues/gaps.

Strategies to address the needs were organized into the following categories/groups:

- Modified and/or New Intercity Service
- Improving Communication
- New Intracity/Intracounty Service

Examples of each concept were introduced for discussion. The range of ideas are included in Table 1 attached at the end of the notes.

Intercity Service Concepts

Ideas in this grouping of strategies were divided into modifying current trips to provide stops in communities either "along the way" to a regional center or modifying the travel route more substantially to provide service to a community without intercity service.

In meetings in the later summer with agencies and KDOT resulted in defining a concept for Stevens County to modify the route they follow to get to Garden City so that a stop in Liberal could be provided. While the agencies and KDOT continue to discuss the idea, it was not included in Stevens County's SFY 2015 Grant Application, as additional analytical supporting information is needed. KDOT representatives stated that it is possible to modify the grant application at a later date if the idea is advanced (based on the supporting numbers).

During the discussion the question on KDOT funding levels was raised. Presently, there is approximately $11 million in state funding allocated to urban and rural transit across the state. Approximately 51% of the funding is allocated to urban areas (population of greater than 50,000 persons) and 49% is allocated to rural areas. There is not a specific formula for distributing funds, other than the distribution is based on a combination of population served, need within that area and the financial plan provided by the agency.

Kathy Denhardt – She has received information from KUTC about commute patterns along the US 50/400 corridor from Garden City to Dodge City. Based on these numbers there is more support for Garden City-Dodge City service, with a stop in Cimarron, than there would be for service between Cimarron-Garden City and/or Cimarron-Dodge City. This connection would also provide the opportunity to serve regional medical facilities in each town and the regional airports.

Bill Troe suggested the following as priorities in the range of intercity ideas presented:

- Hamilton County service from Syracuse to Garden City: Make intermediate stops in Lakin, Deerfield, and Holcomb.
- Stevens County service from Hugoton to Garden City. Two ideas (in addition to the route deviation to provide the Liberal to Garden City service) are:
    - Retain current route along US 56 to US 83, making intermediate stops in Moscow, Satanta, and Sublette.
    - Alter the current route to travel north on Highway 25 to US 50/400, with intermediate stops in Ulysses, Lakin, Deerfield and Holcomb.
- Ulysses Senior Center service to Garden City – Make intermediate stops in Lakin, Deerfield and Holcomb. A special note, service provided in Ulysses is 100% locally funded and they are not in the KDOT grant program. Representatives are attending the meeting today as part of their due diligence process of investigating options for continuing service. Presently, residents do not pay a fare for the service, but costs are getting to a point where the operators are seeing the need to make a change. Charging a fare and picking up persons in other communities is worth investigating, but the process of looking at options is just beginning.
- Lane County service to Garden City – Make intermediate stop in Scott City. If this trip could be coordinated on days where Leoti residents have service to Scott City, there may be opportunities to have service to Garden City from Leoti and Marienthal. The type and who provides service in Wichita County needs to be confirmed. Most promising in this concept is likely being able to reduce the number of trips that the service in Scott City makes to Garden City, as selected trips could be made by Lane County via an intermediate stop in Scott City. An issue with including Leoti/Marienthal is the relative distance to Scott City compared to the distance to Garden City.

Typically, if the distance to the transfer location is more than about 1/3 of the entire trip distance, deadhead miles make the effectiveness a concern.

As a second round of new intercity service to consider are:

- Liberal to/from Garden City
- Dodge City to/from Garden City
- Liberal to/from Dodge City.

These each require (or would likely require) reallocation of state funding (as they would be higher cost/likely higher subsidy services), while the previous four intercity concepts represent ideas that may not need any additional state source subsidy and in some cases all costs could be covered by fares.

A key to each of these being a viable option is establishing a schedule. Presently, all intercity trips are on-demand. While this concept can work in small towns, when we integrate other communities/areas into the concept, a schedule is needed to provide the reliability needed.

Need to incorporate into the evaluation what can be provided to supplement Bee Line service with local/regional routes that would allow SAME DAY over and back service between Garden City and Wichita.

Committee member – We need to be aware and take into account the potential for impacts to current intracity service that may occur if new service is implemented and no additional state/federal funds are identified. Implementing new intercity service that has relatively low ridership (funded out of the same state source as current intracity), with the subsequent need to reduce higher ridership intracity service (because there is not enough funding to go around), is not likely a net gain for the region or the state.

Enhancing Interagency Communication

The cornerstone of the increasing communication strategy is evaluating extension of centralized dispatch, which has been the backbone of KDOT's coordination program. Presently, FIT provides dispatching for Dodge City and has initiated discussion of the same for Stevens County. Extending the service to all of the public transit providers (Liberal, Hamilton County, Lane County) will continue to be considered. Critical to the success of centralized dispatch is providing a communication protocol and following it. As more participants "may" be brought into play in local service, without a formalized method of communication, there is a high likelihood of confusion, which will decrease the sustainability of centralizing dispatch.

Extending Current Service Areas

Strategies for extending the service areas will include adding hours, service miles and frequency. Champions for these services need to be at the local (city/county) level, as extending a city-based service to the county provides little opportunity for coordination with neighboring communities and counties. Relative to modifying the transit business model statewide, strategies for extending the service area will include:

- Enhancing/formalizing rideshare programs, which will include carpool and vanpool options.
- Coordinated intercity service options already discussed.

Presently, carpool is more prevalent in the region than vanpool (which requires a greater investment and organizational structure). Representative from Cargill (one of the largest employers in the region), sees carpooling going on right now, somewhat based on economic necessity. An issue is that if the driver of the carpool (who may be the only one owning a vehicle or from a multiple vehicle household) is absent from work for a day, the entire carpool is absent. Thus, the idea of being able to create a more reliable system is a benefit. There are nationality barriers that need to be considered as carpool and vanpool programs are developed (assuming employers such as Cargill or National Beef are opportunities). There a clear divides between nationalities that may impact success if not considered. There are two geographic area considerations:

- Local.
- Intercity

While intercity has fewer total persons, sharing the longer ride and providing an opportunity to take advantage of lower cost housing in other communities (compared to Dodge City) without a corresponding increase in travel costs, could be a benefit. Focus on the local market would be to try to reduce the congestion observed and reduce parking demand on site.

Vanpool – Requires more of a management commitment as vehicles are leased through either an employer or through a transit agency. In the southwest, potential agencies as organizer/manager would be limited to FIT, Dodge City and Liberal. Additional investigation of the feasibility needs to be completed, but at least FIT and Dodge City considered the concept something to retain. Liberal representative was not able to commit to considering it as an option for the agency (needed additional management input).

Organization of carpools could be managed at the employment site, by an agency in the region or at the state level.

Other Ideas/Concepts

Other concepts/things to consider relative to service coordination:

- Is there a way of addressing funding/fare support for those that cannot afford fares (especially intercity that are higher cost)?
- Development of a program that pairs seniors with a vehicle, but can no longer drive, with drivers that need transportation.

Next Steps

Bill Troe presented information on the next steps, which include:

- If there are strategies the representatives have in mind, but were not included in the table, please contact SRF or KDOT with your ideas.
- Continue screening the ideas with the goal of reducing the range to a more regionally acceptable number, by March 2013.
- The ideas in the southwest region will also be rolled in with strategies in other regions as this is a statewide effort.

Next meeting – March 19, 2013 – Likely in the afternoon.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Janice Hammond PH: 620-384-7871	Director Hamilton Co. VIP Syracuse, KS.	HC vip@wbsnet.org
Melanie Lunceford PH: (620) 626-2257	Transit Supervisor City of Liberal	melanie.lunceford@cityofliberal.org
Barbara Qausen PH: 620-272-3620	Senior Center of Finney Co	bqausen@finneycounty.org
Katie Bornholdt PH: 620-227-5810	HR Generalist Cargill. Dodge City	katelynn_bornholdt@cargill.com
Sister Janice Thome PH: 620-521-1387	Dominican Sisters Ministry of Presence FiT Board Garden City	presence@adsgc.net
John Doll PH: 620-275-9304	State Legislator	johndoll22@gmail.com
Cliff Mayo PH: 620-276-7583	Finney Co Comm	C.May02@cox.net
Connie A. Spencer PH: 785-296-5194	KDOT	Connies@ksdot.org

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Stacey Cowan	KDOT	staceyc@ksdot.org
PH: LA-VONNE MICHAEL	Director of Aging Services Grant County	gt.senior@pld.com
PH:		
CHARLES L. HACKER	GRANT COUNTY Board of AGING Board Member	charles.hacker5@gmail.com
PH: 620-353-4450		
PAULA M. ROWDEN	Administrator, Stevens County Health Dept. Director Public Transportation	svcohlth@pld.com
PH: (620) 544-7177 x16		
Kathy Sanko	Office Manager/ Transportation Coordinator - Liberal Good Samaritan NH	KSanko@good-sam.com
PH: 620-624-3831 ext 20519		
Kathy Denhardt	City of Dodge City Mobility Manager	kathyd@dodgecity.org
PH: 620-682-0011		
Paul Lewis	City of Dodge City Parks & Rec Director	paulL@dodgecity.org
PH: 620/225-8160		
~~Kathleen Holt~~	~~Gray Co Eco Devo~~	~~khoh@ucom.net~~
PH: 620.855.2244		

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Cory Davis PH: 785 296 7984	KDOT	corydavis@ksdot.org
Joel Skelley PH: 785-296-4209	KDOT	joelsk@ksdot.org
Bobbie Mooney PH: 620-272-3626	Finney Co. Transit	bmooney@finneycounty.org
Crysta Torson PH: 620-397-5356	County Clerk/Transportation Coordinator	lanecomm@st-tel.net
Bonnie Burgardt PH: 620-272-3626	Finney County Transit Transp. Director	bburgardt@finneycounty.org
Jane Graf PH: 620-225-8160	City of Dodge City/ Transportation Coordenator	janeg@dodgecity.org
Beth Tedrow PH: (620) 276-7066	Finney County Committee on Aging - Chair & Transit Committee Board Member	btedrow@cox.net
Vanesa Avila PH: 620) 227-8803	Arrowhead West Accountant	vavila@arrowheadwest.org

OLSSON ASSOCIATES | URS | SRF

Table 2: SW Region – Alternate Strategy Summary

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service – Liberal to Garden City				
Option 1 – Stevens County Transit Revises Current Route to Provide Service: • Initial Assumption – 2 Days Per Week Service (will determine day later) • In Liberal – Assume just one stop at the City Hall Bus Stop. Coordinate stop at top of hour. • Stevens County driver provides all service in Garden City – Do not inter-line with FIT service. • If carry forward – Establish who does customer call, vehicle dispatching, operations in Garden City, fares, subsidies (if any needed), etc.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services). There is a moderate level of employment-to-home place connectivity between Liberal and Garden City. Stevens County Health Department provides on-demand service from Hugoton to Garden City. Typical month – Approximately 3 trips. Average ridership is ## persons/trip.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Inter-airport trips or from area to one of the airports. Provides NEW opportunity to get to/from Garden City trips for residents of: • Liberal • Sublette • Satanta If can carry 2-3 customer per trip from Liberal, likely cover costs of additional miles and labor hours. Estimate 100 to 200 riders per month from Liberal (based on current Stevens County ridership).	Trip length for residents of Hugoton increases substantially from today (current - 70 miles to 90 miles each way). Reduced convenience for Hugoton residents – Duration of their travel day will likely increase. Must obtain a larger vehicle – Hugoton presently has a 6 passenger van. Demand may exceed reasonable capacity for a service originating in Stevens County. To serve the commute trips in corridor, need to start service day MUCH earlier than current. Not likely to be sustainable. Concern (by Liberal representatives) over potential retail leakage from Liberal to Garden City.	Requires a larger vehicle. Maximum reasonable size for Stevens County is 15 passenger bus. Satanta – May be too far off US 83 to be able to connect. Have alternate for Stanta of coordinating with Grant County// Ulysses service to Garden City. Flight arrival time in Garden City in afternoon – Likely results in extending Stevens County service day. Will need to evaluate the potential impacts.
Option 2 – Create NEW Intercity Service Route in the US 83 Corridor. Concept for service could include deviation from US 83 to provide intercity service to Sublette and Satanta.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services). There is a moderate level of employment-to-home place connectivity between Liberal and Garden City.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Inter-airport trips or from area to one of the airports. Provides NEW opportunity to get to/from Garden City trips for residents of: • Liberal • Sublette • Satanta (May be more feasible than Option 1 to provide Satanta service). If integrate with fixed route service in either town, might be able to make multiple trips in a day. Ridership estimate – 100 -300 per month.	Incremental cost is greater than Option 1 as new driver/vehicle needed or take current local out of service. Will be difficult barrier to overcome as Liberal dollars are focused on adding/enhancing LOCAL fixed route. Promoting as opportunity for shopping trip would not likely be well received by retailers in either community (could lose as much as gain). Is there enough ridership potential to warrant service? If not, what to do with driver/vehicle on off days to keep utilized?	Governance format is critical. Who is responsible agency: • FIT? • Liberal City Bus? • New regional agency?

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service US 50/US 400 Corridor				
Option 1 – Garden City to Cimarron – Create New Service. The distance (<35 miles) between Garden City-Cimarron and population of Cimarron, may warrant daily service.	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Garden City (along with Dodge City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Shopping trips. Provides NEW opportunity to get to/from Garden City trips for residents of Cimarron. Cimarron has demonstrated interest in providing at least local transit service. Distance and orientation of Cimarron allows phased expansion to include route from Garden City to Dodge City. Can provide intercity service to/from Ingalls and Pierceville for little additional/ incremental cost. Ridership estimate – 10-30 per month.	Entirely new service will have substantial cost. Is Garden City the most appropriate/highest return destination for trips from Cimarron? Is Dodge City a better fit (medical, shopping, employment)? Dodge City is closer and provides a "similar" package of service destinations (shopping, employment) – other than specialty medical.	Need to determine whether can provide as an 'expansion" of FIT service area. Would be able to share administrative costs with established agency. If can provide one or two days a week service at low incremental cost, might be sufficient for good portion of need (then add to benefit). Governance format is critical. Who is responsible agency: • FIT? • Cimarron? • New regional agency?
Option2 – Dodge City to Cimarron – Create New Service. The distance (<20 miles) between Dodge City-Cimarron and population of Cimarron, could likely warrant daily service	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Dodge City (along with Garden City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Shopping trips. Provides NEW opportunity to get to/from Garden City trips for residents of Cimarron. Cimarron has demonstrated interest in providing at least local transit service. Distance and orientation of Cimarron allows phased expansion to include route from Garden City to Dodge City. As distance is shorter than Option 1 – Likely that ridership (people served) would be higher (need to confirm – but is logical). Goal is to serve people. Ridership estimate – 20-40 per month.	Entirely new service will have substantial cost. No additional communities to serve between Cimarron and Dodge City (unlike Option 1 that is to/from Garden City).	Need to define the primary purpose of the service. If for employment, would need to be multiple trips per day and start early and (possibly) run late. If medical and/or shopping, one trip per day might be acceptable. Need to determine feasibility of Dodge City taking on both fixed route service and an expansion in service area. If one of two trips a day to/from Cimarron, might be feasible. More than one or two, might overtax in near future. Could become a constraint/ disadvantage Whether new or expanded service from Dodge City – Would likely be dispatched from Garden City.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 3 – Dodge City to Garden City with Intermediate Stop in Cimarron	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Dodge City (along with Garden City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Connecting multiple communities/counties spreads the cost burden – Easier to accept incremental cost. Connects the two largest regional economies and locations of critical regional medical, large employers and retail centers. Provides regional/intercity service to Cimarron for little added cost if concept is supported by Dodge City to Garden City travel. FIT already dispatches for Dodge City, would not likely increase burden dramatically.	No service today and distance is such that would need to add driver/vehicle (likely) – Cost. Do not understand local funding support. Is it present?	
Intercity Service Grant County-Haskell County to/from Garden City				
Ulysses to Garden City Intercity Service – Coordinate intercity service connecting Ulysses with Garden City, with intermediate stops in Satanta and Sublette. The concept would be to provide one or two scheduled trips per month to Garden City. These would be advertised in Ulysses, Satanta and Sublette. The provider is confident that a small number of scheduled intercity trips could be accommodated.	Grant County/Ulysses Senior Center provides local and intercity service for persons in Ulysses. The service is principally to provide seniors, low-income persons and persons with a disability transportation, when there is capacity/opportunity, general public trips are provided. Trips are made to Garden City on-demand, which is approximately 1-3 times per month. Excursion trips to concerts are set up in advance. Medical trips make up the vast majority of the non-excursion trips. Very few trips are requested for shopping or social visits to Garden City. The current fleet (100% locally funded) is made up of: • 30 passenger tour coach • 15 passenger van • Suburban The coach is generally used for excursion trips to Garden City or other larger town. The van and Suburban for smaller groups or individuals.	As trips are being made today, can provide a small (but critical) level of transit service to intermediate towns of Satanta and Sublette. Sublette is convenient to serve via intercity from Hugoton/Stevens County, Satanta is more out of direction. While still out of direction for service from Ulysses, if only stop, not as significant. Do not HAVE to enter KDOT programs to still provide coordinated service, but would provide a source of supplementing the local funding and fares. Supplements Stevens County/Hugoton service along US 83 from US 56 to Garden City (could provide more service to Sublette).	Is Grant County agency compliant with KDOT grantee requirements. Enough reservations to make the trip worthwhile would need to be scheduled (likely need to set a minimum number of riders based on an estimated trip cost –labor and expenses). Need to establish a communication protocol. Support from Grant County administration is unknown. Would be a change for residents of Grant County as they would spend more time on the vehicle and out of town (more people riding generally results in more time in regional center).	Must be cautious in reviewing/suggesting new grantees as there are requirements to be satisfied.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service US 50/400 West Corridor to Garden City (Syracuse-Lakin-Deerfield-Holcomb)				
Coordinate existing trips from Syracuse to Garden City with communities along the US 50/400 corridor (Lakin, Deerfield, Holcomb).	Hamilton County presently makes one or two trips per week to Garden City. As average daily ridership is fairly low (2-3 per day), there is likely opportunities to carry more passengers on the trips. Most of the trips to Garden City are for medical visits. Hamilton County charges $0.50 per mile for these trips.	Picking up passengers along the route would not substantially increase the cost, but would increase revenue paying customers (improving the cost effectiveness/ affordability of the trip). Medical visits are likely more critical need in intermediate communities. Thus, destinations in Garden City would be similar – limiting the impact to current passengers of longer trip time. As trip costs may not change dramatically, new fares collected may cover additional costs (thus, no need for more subsidy).	Making intermediate stops will add to travel time – Likely minor as intermediate towns are small and cannot accommodate more than 2 or 3 additional people per trip. While costs may not go up, there is still a subsidy that is collected only in Hamilton County. Need to investigate opportunity for sharing the subsidy cost with other communities (unless fare would cover).	Need to establish a schedule and fare structure.
Extend Centralized Dispatch from Finney County				
Add Stevens County and Liberal City Bus to FIT's service area	FIT presently provides vehicle dispatching service for Finney County fixed route and paratransit service and for Dodge City demand-response service. Annually, FIT presents Dodge City with a proposal for the next year's cost. The fee is determined based on the percentage of total reservations handled in Dodge City relative to the total.	Cumulative cost of providing vehicle dispatch should be less. Reduce redundant trips with few people. Allow current "dispatchers" to spend more time on their primary job (many/most share dispatching with other responsibilities).	To reduce the "chatter" in dispatch office, may need to add AVL. Much of talk is to find out where the vehicle is located. Will add cost to small agencies. Need communication protocol. Who does driver talk with (local agency or dispatching) about field conditions (not going to make pick up time, no-show, etc.). If no protocol, much confusion and conflicting input. Is there adequate capacity in the current "system" (building, radio system, labor pool, etc.) before a large investment is needed? Does taking on any/all of the systems pass a capacity threshold?	

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service Leoti-Scott City-Dighton to Garden City				
Promote coordination in travel between Leoti-Scott City-Dighton for trips to Garden City. Establish a scheduled one to three times per month trip to Garden City between the providers. Leoti and Dighton residents would be brought to Scott City to a transfer point and then taken to Garden City. Primary opportunity lies with service starting in Leoti or Dighton traveling through Scott City. Scott City would be the transfer point between other communities. Option 1: Dighton and Leoti customers are brought to Scott City and Scott County carries them to/from Garden City. Option 2: Leoti travels through Scott City on way to/from Garden City and picks-up/ drops-off Scott City and Dighton riders. Dighton shuttle customers back and forth to Scott City. Option 3: Dighton travels through	Trips have been documented through KUTC and newspaper stories about service between Leoti and Garden City and Scott City and Garden City. Trips between Lane County/Dighton and have not been documented (but distance and services in GC suggest they occur – unless all provided in Hays – farther away). There is some level of on-going coordination between Leoti and Scott City for persons requiring a vehicle with a lift. The Scott City vehicle has a lift while none in Leoti. No documented coordination between Lane and Scott Counties.	Reduce the cumulative cost between the providers of intercity service. Potential for more trips for customers at small or no incremental operating cost (cumulative).	Do each of the providers actually go to Garden City? Creating a new trip for two of the three, even with coordination, will not likely be cost effective. Need to establish a communication protocol. Support from local administrators is unknown. Deadhead travel for Leoti and Dighton – If both shuttle their customers to Scott City for transfer to a Scott City vehicle for travel to Garden City and then return to local town, they run as many miles as if they went to Garden City. Most logical is if Dighton and/or Leoti make the trip today and pick up Scott City residents on way through. Leoti/Dighton get revenue, Scott City customers get more options.	
Extend Service Area through Formalized Rideshare Programs				
Create formal Rideshare focusing on larger employers. Option 1 – Low Tech Individual Employer Focused Carpool Program. Concept would be to provide individual employers with printed and editable material for setting up a rideshare board.	Several large employers in the region provide common destinations for people traveling to work. Each day, workers travel along similar routes to the Cargill and National Beef plants in Dodge City, the ethanol plants in Garden City, Liberal, and Leoti, and the many area hospitals. Informal carpools likely exist serving a small number of employees.	Reduces parking demand. Reduced driveway/entrance congestion during shift change. Providing organizing material and in-business clearinghouse (which may be no more than a bulletin board) can increase use of program (relative to informal). Goal would be little to no cost for employers. Reduces one pressure point for "we need public transit" discussion in low density areas (that could not support transit).	Requires a willingness among those with automobiles to share the use their vehicles. Commuters must be originating from roughly the same place at the same time. As towns are smaller, going to pick up rider may add a lot to driver travel time – Significant negative. Backup plan required when the scheduled driver does not make the trip due to illness, etc.	

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 2 - High-Tech Rideshare Program: An organization (such a transit agency or governmental body) can set up an Internet-based rideshare board to assist people in organizing carpools to work or other destinations. The organization pays a company specializing in hosting rideshare boards to operate a website and markets the service to area residents. Examples of online rideshare programs include RidePro from Trapeze Group and iCarpool. Some packages include access through smartphone apps.		Provides transportation to area residents. Lessens the need for onsite parking. Reduces traffic congestion on and around employment sites during shift changes. Reduces absenteeism and late arrivals. Employees motivate each other to get to work on time. Reduces one pressure point for "we need public transit" discussion in low density areas (that could not support transit).	A company must be paid to provide the service. Requires a willingness among those with automobiles to share the use their vehicles. Commuters must be originating from roughly the same place at the same time. Backup plan required when the scheduled driver does not make the trip due to illness, etc. "High-tech" rideshare boards require employee access to the Internet.	A College of New Jersey official mentioned that the most expensive iCarpool packages for organizations as large as universities cost around $10,000 per year.
Vanpool – A governmental body, transit agency, or larger employer purchases or leases a van for use by a group of people to commute to work at the same or nearby locations. The passengers share a fee covering the cost of operating the vehicle. One person in the group drives, often in exchange for a free fare. The driver is responsible for storing and maintaining the vehicle, collecting fares, and keeping vehicle records. Sometime the driver is allowed a limited number of miles for personal use of the vehicle. Establishment includes finding/vetting a driver, determining the fare structure, developing a protocol for communication among the passenger group, defining the responsibilities of the driver and other group members, and developing a backup driver policy.		Provides a means of transportation to employees, but does not require hiring a driver or organizing public transportation around shift schedules. Lessens the need for onsite parking. Reduces traffic congestion on and around employment sites during shift changes. Reduces absenteeism and late arrivals.	Requires an organization to purchase/lease a van for use by workers. Is there enough support to generate interest to invest dollars? Requires monitoring van usage and keeping up with vehicle maintenance. Marketing is needed to ensure that enough passengers take part in the program to make it financially worthwhile.	Evaluate if a local vanpool program can be part of the Kansas state employee vanpool program operated out of the Kansas Department of Administration.
Enhanced Coordination/Communication with Medical Providers				
Option 1: Coordinate with dialysis centers, other medical centers, to group transit-dependent trips.				Would require dialysis center and medical providers to proactively identify and schedule transit-dependent patients to particular times or days. Places an onus on medical providers.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 2: Develop processes and relationships where client would schedule medical appointments through transportation provider.				Would require clients to fill out HIPAA form allowing medical providers to share client appointment information with transit provider. Client would inform transportation provider of their availability, and transportation provider would schedule medical appointment on client's behalf. This would make it easier for transportation providers to clump trips. May be difficult for transportation provider to schedule high volume of medical trips. Efficiency gains may be limited if medical trips aren't coordinated among multiple transportation providers.
Option 3: Increase coordination among transit providers for medical trips.				May benefit from centralized dispatch capabilities. Would require other operational coordination to occur, such as fare agreements, ridership allocation, etc. Could be an outcome of a regional route.

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Working Session #2

December 4, 2013

OLSSON ASSOCIATES URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Focus of Today's Meeting

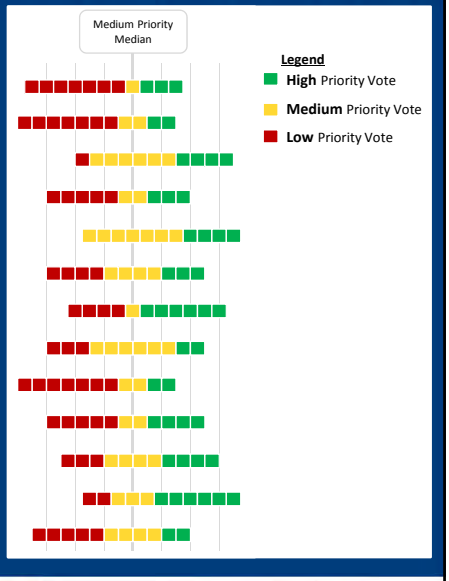
- Review Results of Needs Survey
- Examine Potential Strategies to Address Highest Priority Needs
- Determine which Concepts to Pursue Further
- Outline Next Steps

OLSSON ASSOCIATES URS SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Needs Prioritization

A. Training
B. Employer Coordination
C. Communication among Transit Providers
D. Address Jurisdictional Boundaries
E. Coordination with Medical Providers
F. Link Local and Inter-Regional Service
G. Intercity Service
H. Increase Transit Awareness
I. Enhance Transit Perception
J. Fill Evening and Weekend Gaps
K. New Service where None Exists
L. Address Insufficient Geographic Coverage
M. Fare Structures across Multiple Providers



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- Improve/establish intercity connections to regional centers while preserving in-town transit service
- Insufficient geographic service coverage
- More coordination with medical providers and other destinations on trip scheduling
- Establish/continue regular communication between stakeholders

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

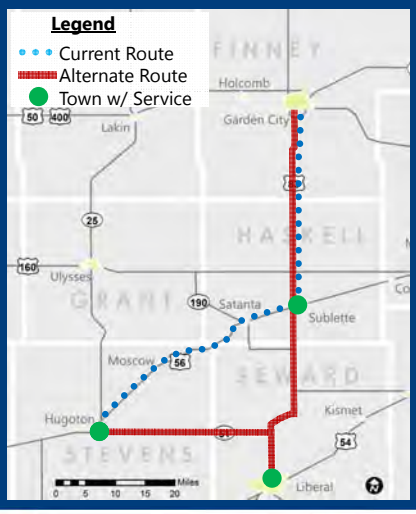
Strategies to Address Needs

- Modified and New Intercity Service
- Centralized Dispatch
- New Intra-city/county Service
  - New Transit Agencies
  - Existing Agencies Extend Service Area
  - Formalize/Enhance Ridershare Programs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Service – Intermediate Stops

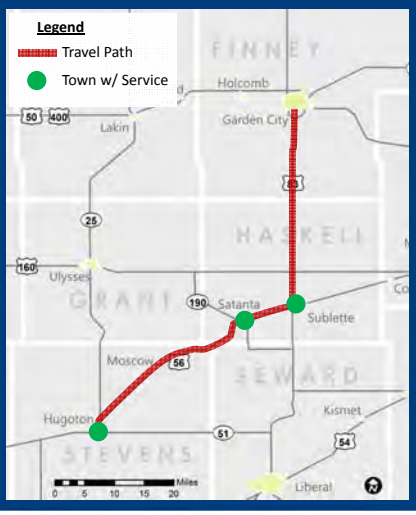
- Take Advantage of Public Transit Agency Already Making Trip
- Provide Intermediate Stops/ Service



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Intercity Service – Intermediate Stops (Current Route)

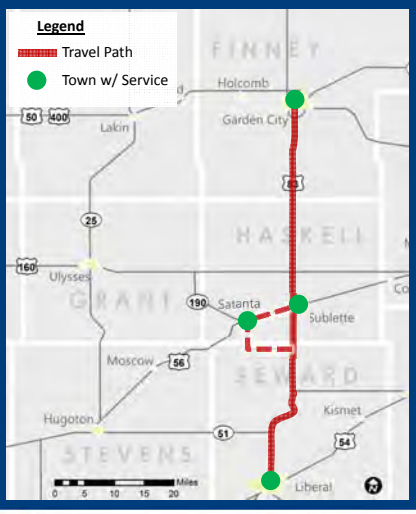
- Essentially NO New Miles/Hours of Service
- New Fares – 100% to Subsidy
- Gives Towns with No Regional Service, Some Service
- Typically – Establish Schedule for Service



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

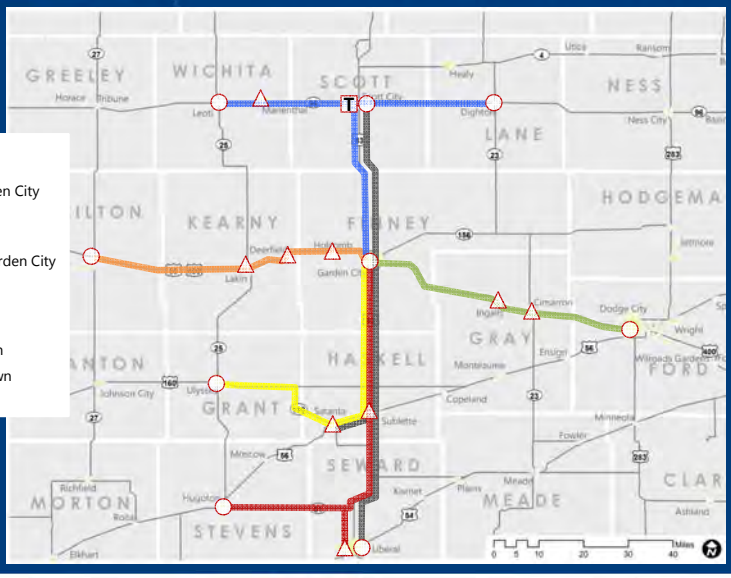
Intercity Service – Entirely New

- Must be Supported by Ridership
- Mutual Benefit is Required
- Intermediate Stops – Create Revenue Opportunities
- Governance?
- Subsidy Required



Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION



Legend

Intercity Concepts

- Leoti/Dighton-Garden City
- US 50/400 West
- US 50/400 East
- Ulysses-Garden City
- Hugoton-Liberal-Garden City
- US 83 Corridor

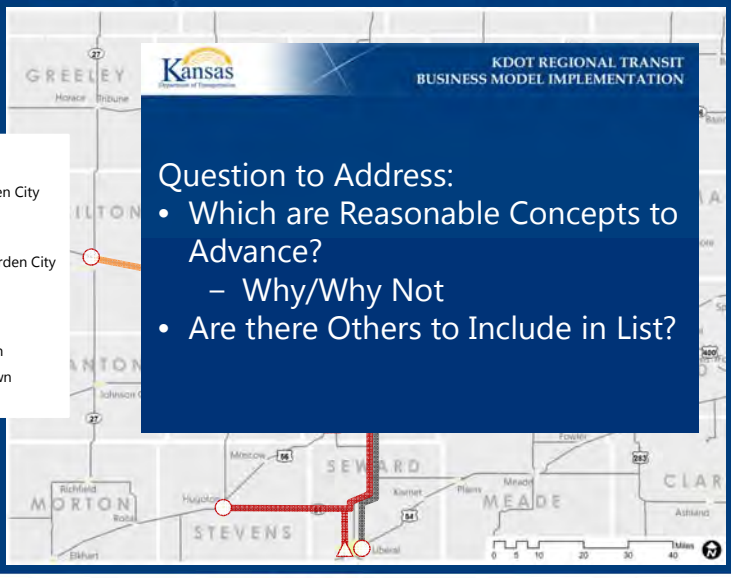
Symbols

- Route Start/End Town
- Deviated Pick-Up Town
- T Transfer Point

OLSSON ASSOCIATES URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION



Legend

Intercity Concepts

- Leoti/Dighton-Garden City
- US 50/400 West
- US 50/400 East
- Ulysses-Garden City
- Hugoton-Liberal-Garden City
- US 83 Corridor

Symbols

- Route Start/End Town
- Deviated Pick-Up Town
- T Transfer Point

Question to Address:

- Which are Reasonable Concepts to Advance?
  - Why/Why Not
- Are there Others to Include in List?

OLSSON ASSOCIATES URS SRF

Kansas Department of Transportation

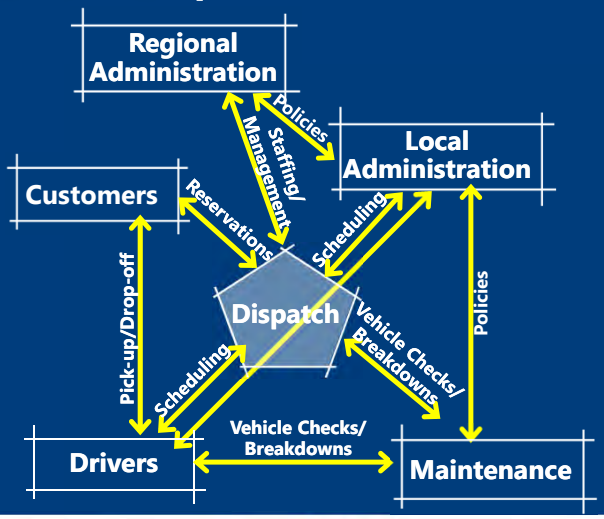
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

OLSSON URS SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Dispatch – Communication



OLSSON URS SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Extend Service Area

- Add Route Miles/Hours
- "Formalize" Ridershare Programs:
  - Carpool:
    - Message Board at Larger (or Smaller) Employment Sites
    - Electronic (Web-based) Board/Matching
  - Vanpool

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Further develop the preferred strategies.
- Investigate potential funding strategies.
- Begin formulating an implementation plan.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Regional Governance of Transit Service Memo and Case Studies

SRF Consulting Group, Inc. | Engineers Planners Designers

Memorandum

SRF No.8105

To: KDOT Advisory Team

From: SRF Consulting Group

Date: December 20, 2013

Subject: Regional Transit Governance

Establishing Regional Transit

There is no single correct way to structure a regional transit system. Rather, each function of a transit system offers multiple options that can be combined in a number of ways depending on the geographic, economic, and political context within which the system will operate. This memo lays out the basic options for each function necessary for regional transit service. The attached appendix presents several case studies examining the structures of successful regional transit systems in the Midwest.

Regional Service Elements

Type of Service

The first step in establishing regional transit service is identifying the characteristics of the transit market. This will determine type of service desired and which regional mobility needs need to be met. The type of service selected determines which options are feasible for the different elements of service, including governance structure, capital, administration, and operations. Service changes can take one of three forms: new service, coordinated service, or consolidated service.

New Service

Simply put, new service is the provision of transit service where none currently exists through the creation of a new local or regional entity.

The main benefit of establishing new service is that people who previously had no access to public transportation gain access to transportation and all the resultant lifestyle improvements.

Significant barriers to developing new service include the need of a local entity to champion the establishment of service and the difficulty in finding a local match for state and federal funds.

Coordinated Service

Establishing coordinated service entails existing transit providers partnering in various ways to provide transportation to people in the region. Coordinated service can include picking up customers in communities outside their current service areas en route to their final destinations, transferring passengers from one transit provider's vehicle to another's for portions of trips, or centralizing certain functions with one transit provider, transportation contractor, or service agency. Sometimes multiple providers centralize dispatching with customers comingling on any of the providers' vehicles.

Coordination is dependent upon providers' willingness to work together, but it can often bring with it a higher level of service for customers and/or lower costs for the providers through gains in operational efficiency.

Consolidated Service

Consolidating service means combining a larger number of providers into a smaller number of providers. For example, ten transit providers in a region could be consolidated into eight, four, or even one provider. Consolidation requires a critical examination of the transit providers currently operating in a region. Regionally, providers often offer duplicative service and incur redundant expenses that can be avoided by jointly offering service.

The typical benefits of consolidated service include the professionalization of staff, increases in buying power through pooled resources, amplified political clout through representation of a larger group of people and a larger budget, and economic efficiencies across the service area through the elimination of redundancies in operational expenses.

Barriers to consolidation include the potential loss of local control and the threat of job loss through the elimination of redundant positions.

Governance Structure

The governing structure supporting the provision of regional transit determines the range of options for generating revenue and defines who has a voice in the structuring of policy. There are multiple options when developing the governance structure for regional transit service, including a transit authority, a joint powers agency, a transit coordinating council, or a private nonprofit agency.

Transit Authority

A regional transit authority is a distinct entity created through an act by the state legislature. It is the most robust governance option with the greatest level of autonomy. Its powers often include the following:

- Generating its own sources of revenue, often through sales or property tax. Or, member jurisdictions can pay the authority for service.

- Receiving intergovernmental grants.
- Directly operating transit service or contracting to other agencies for transit service
- Hiring employees.
- Acquiring land and other property through purchase or lease.
- Entering into contracts.
- Issuing bonds.
- Receiving loans.
- Internally generating the policy guiding transit provision, including fares, schedules, and routes.

A transit authority is typically led by a board made up of members appointed from the jurisdictions receiving service. Members are often elected officials, though city or county staff and representatives from social service agencies are also commonly included. Unelected officials do not always receive voting power.

The primary disadvantage to a regional transit authority is the difficulty in setting it up. Establishment requires an act by the state legislature, and legislators can be reluctant to create a new entity with the power to tax. Additionally, in areas with existing transit service, local officials or nonprofits providing transit service must be willing to cede power to the authority, an act that many might be unwilling to do for want of local control, threat of job loss, or ego.

Joint Powers Agency

A joint powers agency (JPA) is an entity created through an agreement between several cities, counties, and/or private organizations (including nonprofits).[1] The entity has all the powers granted by state law to its members, though it cannot generate its own revenue through taxation. Any local tax revenue used by a JPA must be collected by its member governments. Powers common among JPAs include the following:

- Receiving intergovernmental grants.
- Directly operating transit service or contracting to other agencies for transit service
- Hiring employees.

[1] See Kansas Statutes Chapter 12, Article 29, Sections 1-10 for more on the legal basis of interlocal agreements and joint powers agencies in Kansas.
http://www.kslegislature.org/li_2012/b2011_12/statute/012_000_0000_chapter/012_029_0000_article/

- Acquiring land and other property through purchase or lease.
- Entering into contracts.
- Issuing bonds.
- Receiving loans.
- Internally generating the policy guiding transit provision, including fares, schedules, and routes.

A JPA is governed by an executive board composed of representatives from its member agencies. Upon its establishment, the members can determine the composition of the board as they see fit.

Transit Coordinating Council

A transit coordinating council (TCC) is created through an agreement between transit providers in a region. It is a body without the ability to raise revenue or the authority to determine policy. Rather, the council acts in a purely advisory capacity, bringing together agencies to talk about the major issues facing the region and working to see where they can pool resources or coordinate service provision.

Under a TCC, local transit agencies continue to generate their own funds and operate their own transit. They might, however, contract for components of service from one another. For example, several agencies in the region could contract their dispatching to another member agency.

Private and public agencies can participate, usually represented by a general manager or executive director.

Private Nonprofit Agency

Rather than being run by a government entity, regional transit service can be provided by a private nonprofit organization. A nonprofit can dedicate itself solely to transit, or it can offer transit as just one of multiple services. A nonprofit is controlled by a board of directors made up of representatives from its service area. Members could include public officials as well as private individuals. As a non-government entity, a nonprofit transit agency has no taxing authority; however its private status allows it to operate without enabling legislation, giving it significant autonomy. It receives its funding through federal and state grants, contracts for service from local governments and private organizations, fares, and tax-deductible donations.

Nonprofits can operate with considerable leeway due to their independence from many of the regulations governing public institutions, but their lack of taxing power and can make fundraising a constant priority.

Capital

A transit agency's capital investments consist of its facilities and its vehicle fleet.

Vehicle Fleet

The main options related to a transit agency's vehicles are where to house them and whether or not to own them.

At regional transit agencies, vehicles are usually stored in locations across the region, staged near where they will be used to minimize the amount of deadhead driving. However, vehicles can be stored centrally as well. The choice of whether or not to centrally house vehicles depends on the size of the service area, the availability of storage facilities, and the location of maintenance services.

When vehicles are centrally owned by a regional entity, the entity can rotate them between locations served to balance the mileage put on each in order to meet the mileage requirements for vehicle replacement. Rotated vehicles should be consistently branded to minimize confusion among customers. Some passengers might feel uncomfortable getting on a bus labeled as being from a city two counties away.

The increased fleet size that comes with regionalization increases the opportunities to provide a backup vehicle in the event a vehicle breaks down.

Transit agencies can purchase or lease their vehicles. In Kansas, vehicles purchased outside of the Kansas Department of Transportation's (KDOT) are ineligible for participation in some programs using the dispatching services paid for by KDOT. When developing regional service, vehicles owned by one agency might be leased or purchased by another agency taking over service.

Facilities

Facilities must be configured in a way that corresponds to the organization of transit agency staff, vehicles, and other assets. For example, decentralized vehicles require decentralized vehicle storage facilities, and centralized dispatching requires a facility that has sufficient space to house enough dispatchers and equipment to support a regional coordination effort. The decision to lease or buy property varies by location, though the specialized needs of some transit facilities might make ownership a better option to ensure that those needs are met.

Centralization enables providers to pool their resources to conform to best practices for transit facilities. Examples of best practices include storing vehicles indoors, providing adequate space for maintenance, having training rooms and other amenities for drivers, and supplying office space and computers for staff. The result of coordination efforts should be that each facility need is met by the entity most able to meet that need. This might mean that dispatching is housed in one location with the room and equipment to handle the combined dispatching load, while maintenance is at another location, and vehicles are stored at a variety of locations where there is spare room in garages.

Administration

There are many coordination options related to a regional transit provider's dispatching and management functions.

Dispatch

Dispatching functions can be either centralized or scattered in regional transit service. However, there are often several benefits to centralizing it. Centralizing dispatch can collectively save agencies money through reduced payroll and overhead costs. Each jurisdiction involved does not have to employ and train its own dispatchers, acquire equipment/technology, or provide space for dispatchers to operate.

Also, the combined workload of multiple smaller service providers offering only part-time employment can potentially support full-time employment, attracting a more professional staff. Additionally, areas launching new service can gain access to the experience of established providers without having to hire and train new dispatchers.

However, there are barriers to implementing centralized dispatching. First, some jurisdictions fear that dispatchers will not have adequate knowledge of local conditions to dispatch drivers in areas where the dispatching center is not located. However, current technology (e.g., GPS, GIS, etc.) can often mitigate this perceived disadvantage. Second, consolidating dispatching among fewer employees means that some dispatchers at existing organizations could lose their jobs. Third it can be difficult to implement where there is already service since some providers might simply be unwilling to trust another organization to handle an essential component of their service provision.

Dispatchers can be employed by a transit provider or contracted for work through a private company. In addition, dispatching services can be centralized among both transit providers and providers of other types of service. For example, the same office could dispatch buses and emergency vehicles (e.g., fire trucks or ambulances) using much of the same equipment.

Management

Regional transit systems often gain efficiency by centralizing some or all of their management functions. Anytime functions are consolidated, fewer people need to be hired and trained, saving money across the region. Additionally, the increased workload and resources available from larger service areas can attract a more experienced and professional staff. There is often enough work to justify full-time positions, and the agencies can collectively afford to pay higher salaries.

Any component of management can be centralized individually. Frequently providers consolidate specialized functions such as positions related to their drug and alcohol programs. Centralizing financial and reporting operations can facilitate the joint application for grants showcasing the economic efficiencies of coordinated regional transit service. Of course, the greatest benefits come from the consolidation of all management functions. In addition to the aforementioned benefits,

with complete consolidation, policy is consistently applied across the region, and methods of coordination can be implemented more easily.

Operations

Key aspects of operations to consider when establishing regional transit are related to the employment of drivers and maintenance workers.

Drivers

Transit drivers can be directly employed by a transit agency or contracted for service through a private company. While, directly employing drivers gives agencies the most control over the services, it also requires agencies to train and manage employees, which requires expertise and time.

Maintenance

Several options are available related to the provision of maintenance services. First, maintenance can be either centralized or dispersed throughout the service area. Centralizing maintenance requires hiring fewer people and equipping fewer facilities. It also attracts a more professional maintenance staff through the higher pay and increased workload of a combined system. However, in large regions with vehicles stored far away from each other, using decentralized maintenance lessens the travel time of employees delivering vehicles to the maintenance facilities and the time for maintenance workers to travel to broken down vehicles.

Second, transit agencies can directly employ maintenance workers or contract out the services. In areas where private companies have the requisite knowledge to maintain transit vehicles, it might make financial sense to contract out part or all of the duties.

Appendix: Case Studies

The following case studies examine the operations and governance structures of several regional transit systems in the central United States. The examples include two joint powers agencies, two private nonprofit agencies, and a transit coordinating council where all intercity service is operated by one city. The diversity in structure among the effective transit systems considered reveals that there is no single best way provide regional transit service. Rather, success requires that the various elements of service be organized in a way that takes into consideration the regional context of residents, existing service, and the availability of partnering organizations. The only commonalities among the following examples are the centralization of some functions of management, the increased intergovernmental and interagency communication that results from cooperating to provide service across jurisdictional boundaries, and the need for an organization to champion the process of regionalization.

Case Study 1: Mid-Iowa Development Association (MIDAS)[2]

Profile

Year Transit Service Established	Mid-1970s
Sponsoring Organization	Mid-Iowa Development Association (MIDAS) Council of Governments
Location of Central Office	Fort Dodge, IA
Service Area	Calhoun, Hamilton, Humboldt, Pocahontas, Webster, and Wright Counties
Service Area Size (sq. mi.)	3,463
One-Way Trips per Year	DART: 173,298 (FY2013) RTA 5: 200,678 (FY2013)
Annual Expenses	DART: $1,039,111 (FY2013) RTA 5: $952,340 (FY2013)
Cost per Trip	DART: $6.00 RTA 5: $4.75
Website	http://www.midascog.net/transit

Establishment of Transit Service

The Mid-Iowa Development Association (MIDAS) was founded in 1971 to address regional issues affecting Calhoun, Hamilton, Humboldt, Pocahontas, Webster, and Wright Counties in central Iowa. The organization, based in Fort Dodge, originally offered only planning services. Transportation planning naturally led to an involvement with the local transit providers then existing in the region. MIDAS funneled state and federal funds to the individual agencies. Roughly five years

[2] Most of the information contained in this case study comes from an interview with Jay Kammerer, Transit Planner, and Clifford Weldon, Executive Director, of MIDAS Council of Governments conducted at the MIDAS offices in Ft. Dodge, IA, on December 10, 2013.

after the establishment of MIDAS, the organization consolidated the region's transit service and began offering direct and brokered public transportation. The primary factors contributing to the decision to consolidate were the economic efficiencies expected to result from the process.

Service Structure

RTA Region 5

Currently, MIDAS owns and operates service in Calhoun, Hamilton, Humboldt, and Pocahontas Counties through the Regional Transit Authority (RTA) Region 5 system. This service is primarily demand-response, though some it does include some contracted service providing scheduled trips to work for inmates in an area prison. Each county's service is individually branded, though vehicles have uniform signage. Fares and employee benefits are consistent across the region. The seat of each county involved is within approximately 40 miles of Fort Dodge.

Pocahontas Hospital and Trimark Physicians Group in Pocahontas County helped procure a vehicle for MIDAS to offer additional service for medical trips in the county. Their prepaid fares provided a local match for MIDAS to buy the vehicle

DART

Transit Service in Webster County is offered through Dodger Area Rapid Transit (DART) out of Fort Dodge. The City of Fort Dodge owns the service and its vehicles, but the operation is staffed entirely by MIDAS employees. DART includes both fixed route and paratransit service.

DART has its own dedicated stream of transit funding through the federal and state governments through Fort Dodge's status as a small urban area with a population less than 50,000. DART's independent status helps protect continuity of this funding source, but MIDAS approached DART to consolidate as many functions as possible to improve its operational efficiency. Through a contract, MIDAS is responsible for DART's service provision, passenger guidelines, human resources, capital management, vehicle maintenance and mileage tracking, and all other aspects of operations. The City of Fort Dodge is responsible for providing local funding and making final decisions on bus routing and scheduling.

Wright County

Currently, Wright County brokers parts of its transit service from MIDAS. Wright County employs its own drivers, provides its own dispatching, and sets its own fares. MIDAS provides the vehicles through a leasing arrangement and directs state and federal funding to the system. The County reports fares, expenses, mileage, and ridership to MIDAS to comply with the reporting requirements of funders. At least one issue related to this arrangement causes some problems. Wright County provides matching funds to purchase vehicles used in the county, but MIDAS (ultimately owning the vehicles) rotates them through all five counties using its fleet to balance the mileage put on each

vehicle in order to meet the mileage requirements for vehicle replacement. Some people in Wright County would prefer that vehicles in its care do not rotate through other jurisdictions.

Wright County subcontracts service to the towns of Eagle Grove and Clarion. MIDAS sends state and federal money to Wright County, and Wright County distributes some to the towns. MIDAS also leases vans to the towns, which are not rotated through the region due to the low number of vans used in the MIDAS system.

This brokered arrangement results from Wright County's reluctance to be consolidated into the MIDAS system. It allows for a level of local control while retaining at least some of the economic benefits of regional consolidation. MIDAS feels that is could force the county into the fold, but it prefers to avoid the resultant damage to their relationship.

Head Start

During the school year, DART operates three vehicles for the local Head Start program through a contract with Your Own United Resources, Inc. (Y.O.U.R., Inc.) in Fort Dodge. The vehicles are owned and insured by Head Start, while MIDAS maintains them and provides the drivers. Head Start and general public passengers are not comingled. While additional efficiencies could be gained by providing the trips on MIDAS-owned vehicles, the local Head Start organization prefers to retain ownership to ensure a level of control to the system.

Jefferson Lines

MIDAS sells tickets for and provides a feeder route to Jefferson Lines intercity bus service through DART.. Each workday, a DART bus travels to the Pilot Flying J truck stop at the intersection of I-35 and US Highway 20, 35 miles east of Dodge City. The northbound and southbound Jefferson Lines buses stop at the Pilot Flying J at different times, so the DART vehicle sits at the truck stop roughly 3.5 hours to catch both buses and avoid making the trip from town twice in the same day. MIDAS reports that about 3-10 people ride this bus each day. Passengers are diverse, including students, truck drivers, people released from the local prison, and other members of the general public.

Due to the high mileage, relatively low ridership, and the significant idle time, this trip is a drag on the overall DART budget. MIDAS offers the service because it sees it as meeting an important need in the community, though it no longer offers the service seven days per week in an effort to cut costs.

Governance Structure

MIDAS is governed by an executive board of 18 members, three from each of the region's six counties. Members are typically elected officials, though they can also be unelected local government employees (e.g., city planners, health department directors, etc.). Its transit operations are governed by the Transportation Advisory Committee (TAC), a subcommittee of the executive board

comprised of one member from each member county. The TAC primarily recommends future projects and reviews policy changes, budgets, and contracts. The full executive committee votes to put policy changes, budgets, and contracts into practice.

MIDAS operates as a joint powers agency for four of its six counties through RTA 5: Calhoun, Hamilton, Humboldt, and Pocahontas Counties. Each county pays MIDAS to operate demand-response transit service in its area. That money is pooled and redistributed through the four counties to provide service as the MIDAS executive board sees fit. The executive board has the authority to make all policy related to the provision of this service.

The MIDAS administrative staff devoted to transit service includes a planner, an operations manager, and two supervisors – one for DART and Humboldt County and one for Hamilton, Pocahontas, and Calhoun County.

Budget

MIDAS begins the budgeting process by projecting its capital and operating expenses for the year. Next, it estimates the revenue it can expect to receive from state and federal sources. Then it examines local city/county budgets to estimate their contributions to service. If there are gaps, MIDAS meets with the local governments to try to fill those gaps. If a gap cannot be closed in the areas served by RTA Region 5, MIDAS chooses which services to cut. If a gap cannot be closed with DART's budget, the City of Fort Dodge chooses the services to cut.

Once the MIDAS staff has produced a transit budget, it goes to the TAC for review. When it passes that review, it goes to the full executive board for a vote. Additionally, each city/county involved must vote on its contribution.

Barriers to Providing Regional Service

Funding Equity

When MIDAS assumed control of the disparate local systems, it received assurances that local financial support for transit would remain steady or possibly even increase over time if necessary. The various transit agencies were funding their systems at different levels, so they paid different amounts into MIDAS to continue service. These amounts have not changed substantially and are not necessarily in proportion to each county's population or the level of service each receives. MIDAS pools the funds and uses them to provide service without consideration of who paid what.

Occasionally, a representative of a county that is paying relatively more into the pool of funds complains about subsidizing service in other parts of the region. MIDAS has not been able to formulate a solution to this contentious issue, so it tries to downplay it and avoid the subject.

Fare Differences

When MIDAS consolidated transit service, it decided to standardize the fares in counties served through RTA Region 5. Since the member counties' fares varied, some customers were required to pay more for service. Initially, some drivers were reluctant to collect the higher fares. Centralized dispatching and fare revenue reporting added a level of accountability to the fare collection process. Over time, with improved service, complaints about changing fares have died down.

Benefits seen through Approach

Economic Efficiencies

The primary benefits MIDAS sees from its consolidation of transit service are economic. Consolidation led to the elimination of duplicative staff and facilities in the region. Employee training and monitoring programs were also combined. Further cost savings are seen through the collective purchasing of fuel and other essential items, reducing costs per unit.

Pooling resources and rotating vehicles allows MIDAS to replace two new vehicles each year, replacing the entire fleet more quickly than when each agency acted alone.

Professional Staff

By combining the workloads of each transit agency and eliminating some redundant employees, MIDAS is able to attract and hire top quality professional staff to oversee transit operations. Examples include the transit planner, maintenance staff, and the drug and alcohol program manager.

Consistent Application of Policy

Prior to consolidation, drivers would routinely help passengers with tasks outside of their job descriptions. For example, drivers would carry bags, shovel snow, and even help some customers get dressed. While these services are helpful to the customers involved, they open up the agency to liability for injuries or damages and disrupt the trip schedule through delays. Some drivers would also refuse to collect fares from people they believed could not afford it, forcing others to cover the costs of providing trips.

Centralized dispatching through consolidation eliminated these deviations from policy since dispatchers would monitor the movements of vehicles and track the fares versus the scheduled pickups.

Ability to Respond to Unexpected or Large Events

Singular ownership of vehicles allows MIDAS to easily shift them around the region to respond to unexpected or large-scale events. MIDAS also trains some drivers primarily working in one county to drive in other counties. These drivers act as backups in cases where multiple drivers are unable to

work one jurisdiction or when large events require a greater level of transit service than is usually available in one part of the region.

Case Study 2: Reach Your Destination Easily Transit (RYDE)[3]

Profile

Year Transit Service Established	2000
Sponsoring Organization	Community Action Partnership of Mid-Nebraska
Location of Central Office	Kearney, NE
Service Area	Adams, Buffalo, Dawson, Franklin, Gosper, Hamilton, and Kearney Counties; city of Ravenna
Service Area Size (sq. mi.)	3,659
One-Way Trips per Year	122,223 (FY2013)
Annual Operating Expenses	$1,144,000 (FY2013)
Cost per Trip	$9.36
Coordinating Partners	
Website	http://www.mnca.net/ryde.html

Establishment of Transit Service

Reach Your Destination Easily (RYDE) Transit is a program of the Community Action Partnership of Mid-Nebraska (Mid) headquartered in Kearney, NE. It offers demand-response transit service to residents of Adams, Buffalo, Dawson, Franklin, Gosper, Hamilton, and Kearney Counties and the city of Ravenna in central Nebraska.

RYDE began operations in Kearney in 2000 after several years of planning by the Buffalo County Community Health Partners Transportation Goal Group.[4] This group brought together diverse

[3] Most of the information contained in this case study comes from an interview with Charles McGraw, Transportation Director at RYDE Transit conducted at the RYDE Transit offices in Kearney, NE, on December 13, 2013.

human service and transportation stakeholders in the region to come up with a strategy to provide public transportation in the city of Kearney along with the rest of Buffalo County. At the time of the group's meeting, a floundering fixed-route "trolley" bus service was available in Kearney, though that service ended but the time RYDE was established. Once an agreement was reached among the stakeholders, Mid offered the new transit agency a home by providing it office space, salaries, and executive direction. RYDE began offering demand-response service in Kearney by leasing a vehicle belonging to the local hospital, Good Samaritan Health Systems.

About the same time that the Transportation Goal Group was meeting, the Nebraska Department of Roads was shifting its view to one where all transit service in the state needed to be open to every member of the public, not just the elderly and disabled. Several human service organizations offered transit service in each jurisdiction RYDE currently serves, but they mainly carried elderly and disabled individuals. The high costs of expanding service to the general public, in addition to the increasingly onerous reporting requirements related to state and federal funding, made the prospect of contracting brokered service appealing to several counties and cities in the area. RYDE Transit stepped in to offer service and continues to consolidate service in the area, taking over service in Dawson County in 2013

Service Structure

Kearney

RYDE provides only demand-response service in the counties and cities it serves. The agency operates vans and small buses and stores the vehicles in each jurisdiction it serves. Though RYDE owns the majority of the vehicles it operates, it does not rotate them through its system to balance the mileage since its vehicles typically do not have any difficulty meeting the mileage requirements for replacement. However, two vehicles funded through the American Recovery and Reinvestment Act of 2009 (ARRA) are sometimes moved between counties as backups to any of the vehicles in the fleet. The few vehicles RYDE does not own are leased for one dollar per year from organizations from which RYDE assumes control of service. All vehicles purchased for an area once it has brokered service are the property of RYDE. Regardless of who owns the vehicles, RYDE insures them.

---

[4] More on the Transportation Goal Group and the establishment of RYDE Transit can be found in Burkhardt, J. E., Koffman, D., & Murray, G. (2003) Economic Benefits of Coordinating Human Service Transportation and Transit Services (TCRP Report 91, pp. 76-8). Retrieved from http://www.tcrponline.org/pdfdocuments/tcrp_rrd_91.pdf.

Regional Service

In its regional system, RYDE centralizes the reporting related to mileage and maintenance, purchasing, human resources, drug and alcohol testing, policy development, and accounting at its headquarters in Kearney. The drivers, vehicle storage and maintenance, and trip scheduling all take place locally in each community served. RYDE directly employs all of its drivers, but it contracts out to local senior service organizations for scheduling. Technically, the outside organizations serve as "answering services" rather than dispatchers. They document who called and have a driver employed by RYDE call the customer back to arrange the details of a trip. RYDE prefers non-centralized dispatch since the local schedulers are more likely to know the individual needs and typical destinations of each customer.

The fares in each jurisdiction are independently determined based on the level of local subsidy and the operating expenses related to trips originating there.

In addition to providing service to local governments, RYDE contracts service to Goodwill Industries, the YMCA, Mid (for its human service programs), and Pumpkin Patch Daycare in Kearney and the United Way in Hastings. These partnerships provide a valuable local funding match for intergovernmental grants.

RYDE offers scheduled and non-scheduled intercity service between its member jurisdictions as well as part of Hall County. Most trips are to the area's three largest cities (Kearney, Grand Island, and Hastings) for medical and shopping purposes.

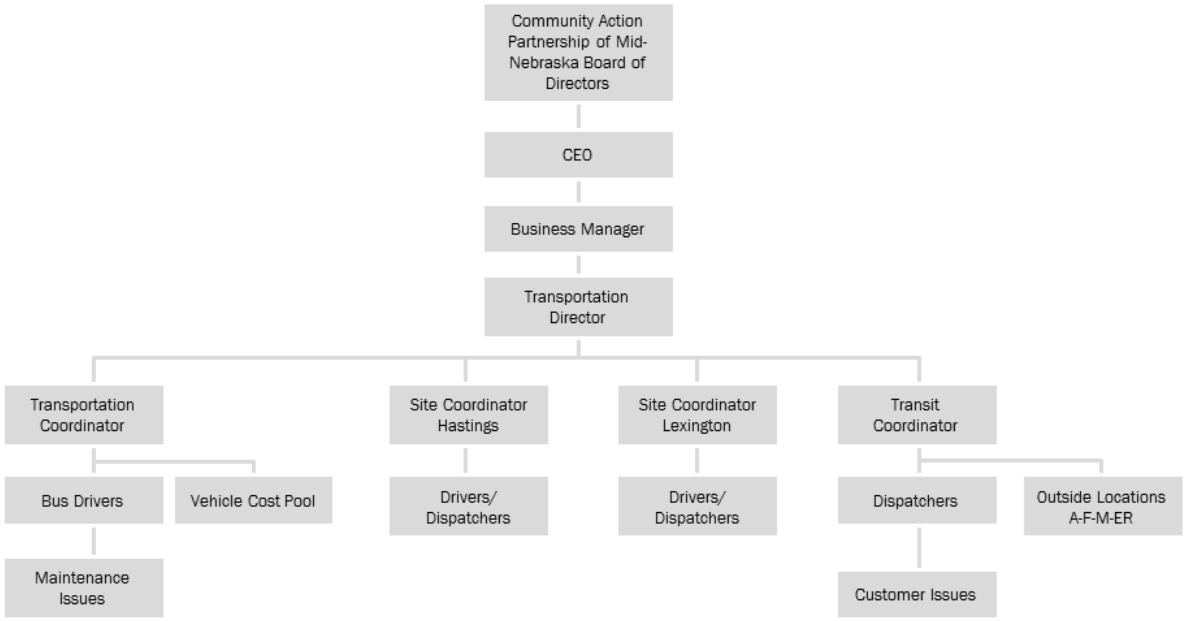
Governance Structure

RYDE is a private nonprofit agency. Figure 1 outlines its leadership structure. RYDE is ultimately governed by Mid's Executive Board. The Board is composed of 15 members, classified into three equal-sized groups based on whom they represent: private sector representatives, low-income representatives, and elected officials from the various jurisdictions in Mid's service area. Members are appointed. The Board must approve RYDE's overall $1.5 million budget, major policy changes, and contracts.

Mid's CEO and Business Manager sit directly below the Board and help guide RYDE's overall management and financial operations. The Transportation Director is positioned below the Business Manager and oversees all aspects of the provision of public transportation in RYDE's territory. The position is responsible for coordinating the transit program with the transportation needs of all of Mid's programs and for securing local funding to match state and federal transit funding.

RYDE employs Site Coordinators in Lexington (Dawson County) and Hastings (Adams County), the largest jurisdictions it serves outside of Kearney, to organize the driving, dispatching, and reporting from each area. It assigns one driver in each other area to lead the reporting efforts there. RYDE's Transit Coordinator oversees all the dispatchers and issues related to customer service while the Transportation Coordinator oversees the drivers and agency vehicles (transit and non-transit).

Figure 1. Organization Structure of RYDE Transit



Budget

RYDE's current yearly budget is approximately $1.5 million. In preparing its budget, the organization estimates its yearly operating and capital costs for each jurisdiction where it offers service. Most costs can be directly attributed to an individual jurisdiction (e.g., vehicle maintenance, fuel, driver pay, etc.). Costs related to the centralized portion of service (administrative staff pay, supplies for the central office, etc.) are divided among the participating local governments based on the number of active vehicles they have. Once RYDE has established a budget, its Executive Board reviews and approves it before the Transportation Director presents relevant components of it to the elected officials of each participating local government. The Director stresses the influx of state and federal spending into the area that comes with local spending for the transit programs. The local governments must pass resolutions authorizing the spending.

In providing brokered service to its many partnering jurisdictions, RYDE encounters a variety of funding strategies. In general, the sources of funds and the amounts collected differ little from when each service was taken over by RYDE. The organization initially uses the economic efficiencies of consolidated service to pay for improvements to the system. Over time, however, RYDE petitions the local governments to increase funding to try to keep up with rising operating costs.

Barriers to Providing Regional Service

Reluctance of Local Governments to Provide Support

RYDE regularly encounters local elected officials who are reluctant to provide local funding for transit service. They claim that funding transit service is essentially paying for people to spend money outside of town, reducing the local sales tax revenue and harming local businesses. RYDE counters this argument by pointing out several ways that transit helps the local economy. First, most transit service that RYDE provides is in-town. People are able to get to local businesses through transit. Second, intercity service provides people who cannot or choose not to drive a way to meet their medical or shopping needs when they cannot be met locally. Without the mobility provided by public transportation, these individuals might be forced to move out of town, harming its tax base as well as removing a person from its community.

Limited Number of Partnership Opportunities

The local component of RYDE's budget is partially provided through contracted service in several of the counties where it operates. When establishing service in a new community, this funding has been essential to gaining matching state and federal dollars. With local governments increasingly reluctant to increase their funding, contract service has seemed like the best opportunity to find new sources of revenue. Unfortunately, as RYDE tries to expand its service to meet increasing demand, the availability of partnering organizations has not kept up.

Benefits seen through Approach

Strengthened Relationship with State-Level Transit Agency

By representing a group of counties and cities through its regional transit service, RYDE has a close relationship with the Nebraska Department of Roads (NDOR). The organization interacts with NDOR representatives more frequently than smaller organizations representing a single county or city, and NDOR recognizes that RYDE efficiently uses the resources it is provided.

Economic Efficiency

The economies of scale (through centralized functions) allow RYDE to provide higher levels of service for the same price to jurisdictions where it takes over transit service. The pooled resources (and workload) also provide access to a more professional staff to administer programs.

Increased Period of Service

RYDE strives to provide transit service at a 100% running level to the jurisdictions where it operates. A 100% running level means operating at least 8 AM to 5 PM, Monday through Friday. In

several areas where RYDE assumed control of service, it was able to increase the span of service from less than 100% to at least 100%.

Improved Coordination Opportunities

With its cross-jurisdictional reach, RYDE can coordinate service among its locations to provide increased opportunities for intercity travel to regional centers in the area. When a vehicle originating in one county travels to a city in another county, it can pick up people in communities along the way. The organization's (almost) uniformly branded vehicles help promote the concept that all the RYDE vehicles are available to anyone living in any of the counties or cities RYDE serves.

Case Study 3: Scenic Mississippi Regional Transit (SMRT)[5]

Profile

Year Transit Service Established	2012
Sponsoring Organization	City of Prairie du Chien, WI
Location of Central Office	Prairie du Chien, WI
Service Area	Crawford, La Crosse, and Vernon Counties
Service Area Size (sq. mi.)	1,899
One-Way Trips per Year	11,632 (Dec 2012-Nov2013, first year of operation)
Annual Expenses	$400,000 (2013)
Cost per Trip	$34.39
Website	http://www.ridesmrt.com/

Establishment of Transit Service

In 2010 the City of Prairie du Chien, WI, was worried about maintaining the presence of its large employers (e.g., a Cabela's distribution center). It also worried about a lack of regional mobility for residents unable or unwilling to drive. At the time, the area's transit systems were mostly targeted at the elderly and disabled populations, and that service only rarely travelled between cities. La Crosse, a larger city of just over 50,000, was located nearly 60 miles to the north and was home to several services and amenities utilized by area residents. The City decided that developing a regional transit system could make life in the area more desirable. The route between the La Crosse and Prairie du Chien would cross through three counties, Crawford County (home of Prairie du Chien), La Crosse County (home of La Crosse), and Vernon County (the county between), so the City approached all three to gauge their level of interest in cooperating to establish service. They seemed interested, so the City commissioned a study using funds from the State of Wisconsin to determine the feasibility

[5] Most of the information contained in this case study comes from an interview with Peter Fletcher, Transportation Planner at the Mississippi River Regional Planning Commission conducted via telephone on December 18, 2013.

of such a service. The study returned favorable results, and the fixed-route commuter service began in December of 2012.

Service Structure

SMRT provides three intercity fixed routes Monday through Friday. Figure 2 displays the corridors where these routes run. Each route is a loop that runs three times each day. SMRT attempts to match its trip schedule with the shift changes of area employers.

Figure 2. SMRT Transit's Service Corridors

SMRT's system serves 15 communities in three counties. To ride the bus, passengers simply flag down a vehicle when it passes a bus stop. In most communities, the bus stops are unmarked. Customers need to learn the bus stop locations by checking the website or looking at other material. Stops are typically located in front of area businesses or human service organizations. In La Crosse, SMRT shares six bus stops with the Municipal Transit Utility (MTU), the local intracity transit provider. Prior to its launch, SMRT researched other regional transit services and found that many of them drop passengers off at local transit centers in larger cities rather than bringing people directly to their destinations. Believing that its customers would be reluctant to transfer on trips into La Crosse, SMRT decided to offer six stops at its customers most demanded destinations. Since these stops are also served by MTU, passengers can transfer into its system if they need to access parts of town not directly served by SMRT.

Regionally, SMRT is the backbone of daily intercity service. The area's few local demand-response systems feed SMRT's service, and it is hoped that the relief provided by SMRT's service will allow the demand-response services to expand their local service areas and feed customers from a wider area than they currently do.

SMRT offers no in-town service. It focuses exclusively on intercity trips.

Governance Structure

The City of Prairie du Chien is SMRT's primary sponsor and fiscal agent, so it has the authority to make any final decisions related to transit service provision. However, since service runs through Crawford, Vernon, and La Crosse Counties, each of which contributes money to support SMRT's efforts, a planning committee with broad representation has been set up to guide SMRT's actions. The committee is an extension of Crawford County's Transportation Committee and includes a planner from the City of Prairie du Chien, the directors of the aging units from all three counties, and a transportation planner from the Mississippi River Regional Planning Commission (MRRCP). It acts as an independent agency to set SMRT's policies.

SMRT employs no one. The City of Prairie du Chien put out a request for bids for the services decided upon by the transportation committee, and Running, Inc., a private taxi and paratransit contractor, won the bid. It employs everyone involved with operating the service, including dispatchers, maintenance workers, administrative staff, and drivers. SMRT chose to not employ staff directly since it lacks the expertise and time required to manage them.

SMRT's vehicle fleet is owned entirely by the City of Prairie du Chien. The vehicles are centrally housed in Viroqua, and all three routes begin and end in that city. Running, Inc. provides vehicle insurance as part of its contract. The company reports vehicle mileage to the transportation committee.

Budget

SMRT's annual operating budget is roughly $400,000, most of which comes from the state and federal governments. Prairie du Chien acts as a fiscal agent and collects money for the local match from the three counties and some cities receiving service. Several area businesses also contribute funds. The MRRPC assists in cultivating donors for the system. The level of service each community receives is not necessarily in proportion to the amount each contributes. In fact, some communities receive service despite contributing no funds. However, SMRT emphasizes that communities that do contribute always receive more service than they directly pay for through state and federal subsidies.

The budget of $400,000 was determined through the bidding process. Running, Inc. estimated that it could provide the service desired for that amount. Going forward, the transportation planning committee will meet with Running, Inc. to determine what changes in service it desires and what any resulting changes in the budget will be.

Barriers to Providing Regional Service

Lack of Stability in Local Funding

Since the communities receiving transit service through SMRT are not required to pay anything for service, it could prove difficult to maintain funding for the local match if cities, counties, or businesses choose to stop contributing. The service was started without formal funding agreements, and SMRT believes it would be difficult to introduce them now that communities are accustomed to the informal process.

Perception that Regional Transit Only Benefits Larger Cities

SMRT notes that some residents in the region believe that providing intercity transit service only benefits La Crosse and Prairie du Chien since in carries people to those communities from smaller places to shop, providing the cities sales tax revenue and supporting their businesses. SMRT responds that the service promotes growth in the regional economy, providing benefits to everyone in the region. According to a survey conducted in late 2013, most SMRT passengers are traveling to and from work in the larger communities. Through working in the larger communities, passengers benefit from the increased economic activity there.

Benefits seen through Approach

Intercity Transportation

Prior to the establishment of SMRT, there was little reliable intercity service in the region. The local transit providers occasionally traveled between cities, but the service was unable to support people's work commutes. The service currently allows people to save money on their commutes (because the fares cost less than the gas to drive) and provide access to work as well as educational opportunities to people living in smaller communities.

Speed of Establishment

The City of Prairie du Chien chose to run the regional service because it wanted to ensure that it was actually established. The City (and others) feared that the difficulty of getting all the region's communities on board would be time consuming if not impossible. By acting as the sole fiscal agent for the service, it was able to start SMRT without waiting for buy in from neighboring jurisdictions. Now that people can see the benefits of service, SMRT believes it will be easier to find local contributors to help fund the system.

Flexibility in Policy

Because the City of Prairie du Chien and the transportation planning committee ultimately control service, they can quickly modify routes and schedules to improve under-performing routes or

respond to changes in demand without waiting for buy-in from all the jurisdictions involved. The disconnect between the service provided each community and its contribution of funds adds to this flexibility by removing the need to provide service regardless of route performance.

Case Study 4: OATS, Inc.[6]

Profile

Year Transit Service Established	1971
Sponsoring Organization	OATS, Inc.
Location of Central Office	Columbia, MO
Service Area	87 Counties in Missouri
Service Area Size (sq. mi.)	50,616
One-Way Trips per Year	1,594,584 (FY2013)
Annual Expenses	$23,088,700 (FY2013)
Cost per Trip	$14.48
Website	http://www.oatstransit.org/

Establishment of Transit Service

OATS, Inc. (formerly Older Adults Transportation Service) was founded in 1971 to provide the elderly with transportation in central Missouri. A group of Missourians attended a White Houses Conference on Aging the year before and came home inspired to develop a transportation agency dedicated to the needs of the elderly. Initially, OATS covered only five counties, but by 1973 its service area had grown to 83 counties due to the vacuum of service in the state. Prior to the establishment of OATS, there were no transit options available in most of Missouri

In the 1980s, OATS began offering transportation service the general public, bowing to pressure from the FTA tied to federal funding.

Service Structure

OATS offers demand-response service in all of its counties as well as some scheduled intercity trips. Its highest ridership area is in the counties in eastern Missouri surrounding St. Louis. Local governments and private organizations contract for transportation service from OATS. Recently, the

[6] Most of the information contained in this case study comes from an interview with Dorothy Yeager, Executive Director of OATS, Inc. conducted via telephone on December 23, 2013.

provider has seen much growth in contracts with developmental disability boards, and it expects such growth to continue throughout the state.

Due to its large fleet size, OATS does not rotate vehicles through its member jurisdictions to ease the tracking of each vehicle for reporting purposes. However, if reduced demand in an area makes a vehicle unneeded, that vehicle will be offered to other OATS regions.

Governance Structure

OATS is a private nonprofit agency governed by a twelve-member board of directors. The board is composed of volunteer workers and passengers from its 87-county service area and is charged with approving the budget and major policy changes. The administrative staff is composed of an Executive Director, Administrative Services Director, and Finance Director. The board and the administrative staff oversee operations in the entire service area from the central office in Columbia, MO. The central office is responsible for the budget, procuring/managing state and federal funds, reporting, regulatory compliance, forming policy, providing operational guidance, human resources, payroll, and maintenance.

The OATS service area is divided into seven regions. (When the organization began service, its primary contracts were with the Area Agencies on Aging throughout the state. The OATS regions correspond to the Area Agencies on Aging regions.) Each region is overseen by a director, who manages its operations, and a collection of county volunteer committees. Members of the county committees volunteer to help run the transit system, sometimes taking reservations for rides on their personal phones. Regional staff members are in contact with the central office every day, primarily regarding fleet maintenance issues.

OATS does not contract out for any service. It directly employs all its drivers and works with employees and volunteers for all other services.

Budget

As mentioned above, OATS's central office prepares the budgets for all of its regions. It uses local matching funds to collect state and federal grants for the entire organization. Most of its local match dollars come from contracts for service from governments and private organizations. Due to the varying demands of its contract partners, OATS bills its services in a variety of ways. It usually charges by the hour, mile, or trip, and organizations can prepay for service or be billed after the fact. If OATS expects any significant rate increases from year to year, it approaches its partners to discuss whether they can pay an additional amount or if service needs to be cut.

OATS distributes state and federal funding for operating expenses to the regions in its system based on the local money each provides. By region, at least, the amount paid into the system corresponds with the level of service received. However, each region is comprised of multiple counties, and those counties receive a level of service relative to one another that corresponds with the demand for

service rather than money contributed. On the other hand, funding for capital expenses is distributed among the counties based on the dollars each provides.

Barriers to Providing Regional Service

Reliance on Volunteers is Unsustainable

OATS currently uses many volunteers to help with ride scheduling, dispatching, and some other administrative functions. Occasionally, the volunteers in a location begin to view the transit system as their private transportation service and inadvertently (or even purposefully) exclude some people from service. To combat this problem, the OATS leadership reminds local volunteers of the prohibitions against denying people service tied to state and federal funding. Occasionally, the central office has had to fire some volunteers.

Further, as the service continues to grow, the ability of volunteers to handle functions is diminishing. OATS is looking to replace some volunteer positions with technologies such as mobile data centers and improved dispatching.

Some Regions are too large to Manage Operations Centrally

The regions in OATS's system range from four to 17 counties in size. As the demand for service in larger regions increases, it becomes difficult to manage operations from a centralized office. Dispatchers are dispersed into the counties and cities to handle the increased demand there. The process of filling gaps in need is somewhat haphazard. OATS believes breaking the regions into smaller areas could alleviate this problem.

Benefits seen through Approach

Availability of Transportation

The primary benefit of OATS's approach is that it provides access transportation for those who previously lacked it. There were no existing providers when OATS established service.

Tiered Hierarchy Allows Offices to Specialize and Saves Money

OATS believes that its approach of centralizing its policy, human resources, budgeting, and other management functions in a central office allows its regional offices to focus on the provision of service without spending significant energy worrying about grant requirements and finding new sources of funds. The centralized budgeting gives the organization more political power when negotiating at the state level. Dispatching and scheduling is performed at the regional or county level, which uses workers' familiarity with local conditions to the organization's benefit.

Case Study 5: Southwest Iowa Transit Agency (SWITA)[7]

Profile

Year Transit Service Established	1978
Sponsoring Organization	Southwest Iowa Planning Council (SWIPCO)
Location of Central Office	Atlantic, IA
Service Area	Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, and Shelby Counties
Service Area Size (sq. mi.)	4,736
One-Way Trips per Year	412,452 (FY2013)
Annual Expenses	$3,000,000 (FY2013)
Cost per Trip	$7.27
Website	http://www.swipco.org/

Establishment of Transit Service

The Southwest Iowa Planning Council (SWIPCO) was founded in 1975 to provide planning services and act as a forum for discussing regional issues to Cass, Fremont, Harrison, Mills, Montgomery, Page, Pottawattamie, and Shelby Counties in southwestern Iowa. At that time, there was one van providing demand-response service for elderly and disabled people in Atlantic, IA, operated by a human service organization. In 1978, SWIPCO took over local transit service out of a perceived need for better transportation for the disabled to and from work in town. The new transit service was named the Southwest Iowa Transit Agency (SWITA). SWITA grew to cover the entire eight-county region in SWIPCO's jurisdiction. There were no other transit providers in the region as SWITA expanded.

[7] Most of the information contained in this case study comes from an interview with Steve Anderson, Transit Director, and Courtney Harter, Community Development Team Leader, of the Southwest Iowa Planning Council conducted via telephone on December 19, 2013.

Service Structure

SWITA offers demand-response service in in its entire service area, though each county's service has different hours of operation based on the local demand for service and population. Each county's level of service is also influenced by its ability to contract with organizations to provide transportation. In Council Bluffs, the region's largest city, SWITA provides paratransit service.

SWITA offers scheduled intercity "shopper trips" that run if at least five people sign up for them. While people can always receive intercity service for any purpose if drivers and vehicles are available, the "shopper trips" offer discounted fares due to the higher number of passengers involved.

In some communities, SWITA also offers a taxi service for immediate transportation needs.

The administration, most dispatching, and maintenance are all centralized in Atlantic. Taxi dispatching and vehicle storage are dispersed throughout the member counties. SWITA owns or leases all of the vehicles it operates and rotates them throughout its fleet to balance the mileage and perform maintenance.

Governance Structure

SWITA is a regional transit agency controlled by SWIPCO's Executive Board, which includes 17 representatives of the member counties governments. The Board must approve SWITA's contracts and major policy changes.

SWITA's staff includes a transit director, a transit coordinator, three transit assistants, a maintenance manager with two maintenance assistants, and the drivers. The director focuses on the budget, the coordinator oversees the vehicles and drivers, and the transit assistants oversee dispatching and customer issues.

Budget

SWITA's annual budget of approximately $3,000,000 is set by the agency's transit director and approved by SWIPCO's Executive Board. Each member county and city with a population over 5,000 contributes funds for the local match. Additionally, SWITA contracts service with the Agency on Aging, larger businesses, hospitals, and the Department of Health and Human Services. The grocery store in Atlantic sponsors trips between the store and local nursing homes.

Iowa separates itself into Regional Planning Authorities (RPAs) for transportation planning purposes. SWIPCO in split into two RPAs: one in the north and one in the south. SWIPCO operates the southern RPA, and the Metropolitan Area Planning Agency (MAPA), a neighboring council of governments centered on the Omaha metropolitan area, fulfills the planning requirements for the northern RPA. The RPAs and the Iowa Department of Transportation must approve capital requests for vehicle replacement.

Barriers to Providing Regional Service

Scarce Funding for Vehicle Replacement

SWITA wears out its vehicles through extensive use more quickly than state and federal funds are available to replace them. The need to buy vehicles with local funds only strains the agency's budget, however, rotating its vehicles throughout its service area helps delay the need for replacement.

Difficult to Find Consensus on Projects

A large number of people are involved in SWITA's decision making process, and it can be difficult to gain approval from all the people required when it attempts to initiate new projects.

Benefits seen through Regionalization

Economic Efficiencies

SWITA's regional service avoids the duplication of service in the region since all trips are coordinated. Additionally, the pooled resources of the counties allow for greater leverage when negotiating purchases.

Enhanced Political Clout

The greater combined population and larger budget of a regional service provider gives SWITA more clout when communicating with state and federal agencies about funding and policy needs.

Performance Measures Memo

SRF Consulting Group, Inc. | Engineers Planners Designers

Memorandum

SRF No. 8105

To: KDOT Advisory Team

From: SRF Consulting Group

Date: January 10, 2014

Subject: KDOT Regional Transit Business Model – Performance Measures

Overview

Assessing the value of any strategy involved in the regionalization of transit service requires the use of available data, or measures, to describe any changes in the quality or cost of service before and after implementation of the strategy. These performance measures can take the form of simple quantities related to the provision of service (such as the number of passengers served or the number of miles traveled) or ratios comparing multiple quantities (such as operating cost per passenger served).

This memo suggests several performance measures to aid in the evaluation of the Kansas Department of Transportation (KDOT) Regional Transit Business Model. It includes several fairly standard quantity-type measures and five categories of ratio measures: cost effectiveness, cost efficiency, cost recovery, service effectiveness, and customer satisfaction. Several of the suggested ratios come from the Transportation for Regionally Accessible Communities in Kansas (TRACK) system of performance measures already used by KDOT. All the measurements should be compared before and after strategy implementation for each local jurisdiction and across the region as a whole to more fully understand how the strategies affect the quality and cost of service at the local and regional levels.

Quantity Measurements

- Service area (square miles)
- Number of passenger trips
- Number of employers participating in program (or number of employees with access to program through employer participation)
- Farebox revenue
- Operating costs

Cost Effectiveness Ratios

Description

Cost effectiveness is the measure of the cost of providing transit service compared to how much that service is actually utilized by passengers. Lowering the costs of providing service or increasing the use of service improves its cost-effectiveness.

Suggested Measures

- Operating cost per passenger trip.
  Calculation: (Total operating expenses) / (Total number of customer trips)

- Dispatching operating cost per passenger trip.
  Calculation: (Dispatching operating expenses) / (Total number of customer trips)

Cost Efficiency Ratios

Description

Cost efficiency compares the cost of providing transit service with the amount of service that is offered. As opposed to cost effectiveness, cost efficiency does not consider how much the service is actually used. Decreasing costs or increasing the amount of service available (e.g., increasing the number of trips available, enlarging the service area, or extending the service hours) improves transit's cost efficiency.

Suggested Measures

- Operating cost per mile driven.
  Calculation from TRACK: (Total operating expenses) / (Total miles driven)

- Operating cost per square mile of service area.
  Calculation: (Total operating expenses) / (Total number of square miles receiving service)

- Operating cost per vehicle trip.
  Calculation: (Total operating expenses) / (Total number of vehicle trips)

Cost Recovery Ratios

Description

Cost recovery ratios measure how close to being self-sufficient transit operations are. They compare the revenue generated by user fees with the total operating expenses to determine how much of transit service is directly paid for by its customers.

Suggested Measure

- Percent of operating expenses covered by farebox revenue and contracted service.
  Calculation from TRACK: (Total customer generated revenue + Total service contract revenue) / (Total operating expenses)

Service Effectiveness Ratios

Description

Service effectiveness measures the amount of service used against the amount of service provided. In a way, it illuminates at what percent of capacity the system is operating. Increasing the usage of the system or decreasing the available service improves this measure. Altering the amount of service offered affects the service effectiveness and cost efficiency in opposite ways, so while decreasing the amount of service provided could increase the service effectiveness measure (as long as system use does not decline a corresponding amount), it could decrease cost efficiency.

Suggested Measures

- Passenger trips per miles driven.
  Calculation from TRACK: (Total number of customer trips) / (Total miles driven)

- Passenger trips per revenue hour.
  Calculation: (Total number of customer trips) / (Total revenue hours)

- Passenger trips per vehicle trip.
  Calculation: (Total number of customer trips) / (Total number of vehicle trips)

Customer Satisfaction Ratios

Description

Customer satisfaction describes how much people like the transit service. This information can be obtained through surveys, though surveys are sometimes prohibitively expensive and time-

consuming. Satisfaction can also be gauged based on the quality of product offered. Basically, it can be assumed that if the service is operating well, people will like it. Also, comparing the use of service with the potential for use (i.e., the population) also reflects satisfaction indirectly (though imperfectly since an awful system operating where people have no choice but to use it would reflect a high level of customer satisfaction by this measure).

Suggested Measures

- On-time performance for demand-response service.
  Calculation from TRACK: (Number of time point encounters within fifteen minutes of scheduled time) / (Total number of time point encounters)

- On-time performance for fixed route service.
  Calculation from TRACK: (Number of time point encounters within five minutes of scheduled time) / (Total number of time point encounters)

- Number of passenger trips per capita in the service area.
  Calculation: (Total number of passenger trips) / (Population of service area)

Data Required and Potential Sources

Table 1 lists the data required by the performance measures suggested in this memo.

Table 1. Data Required by Performance Measures and Potential Sources

Data	Potential Source
Service area (square miles)	US Census
Number of passengers trips	Transit providers, KDOT
Number of employers participating in program	Transit providers
Number of employees with access to program through employer participation	Transit providers, employers
Farebox revenue	Transit providers, KDOT
Contract service revenue	Transit providers
Total operating costs	Transit providers, KDOT
Dispatching operating costs	Transit providers
Number of vehicle trips	Transit providers
Miles driven	Transit providers, KDOT
Revenue hours	Transit providers
Time point encounters (total and within a time period of scheduled times)	Transit providers, KDOT (through TRACK reporting)
Population of service area	US Census

References

Burkhardt, J. E., Hamby, B., & McGavock, A. T. (1995). *TCRP Report 6: Users' Manual for Assessing Service Delivery Systems for Rural Passenger Transportation.* Washington DC: National Academy Press.

Kansas Department of Transportation. (2012). *Transportation for Regionally Accessible Communities in Kansas Sample Scorecard and Definitions.* Retrieved December 31, 2013, from http://www.ksdot.org/burtransplan/pubtrans/pdf/TRACK-Scorecard-3-29-DLM.pdf

Radow, L. J., & Winters, C. (n.d.). *Rural Transit Performance Measures.* Retrieved December 31, 2013, from US Department of Transportation: http://bussafety.fta.dot.gov/uploads/resource/3428_filename

Methodology for Intermediate Stop Concept Analysis

To: KDOT Advisory Team

From: SRF Consulting Group Team

Date: January 27, 2014

Subject: KDOT Intercity Service Concept Analysis: Rural to Regional Center

Introduction

To continue the evaluation of the concept where existing intercity transit providers pick up passengers in other towns along the way, this memo estimates the ridership that could result from implementing the concept and examines the resulting effects on operating costs/revenue for trips originating in Dighton (Lane County), Syracuse (Hamilton County), and Hugoton (Stevens County) on trips to Garden City. The concept proposal includes three parts: a summary of existing conditions, a baseline version of the coordination concept with a schedule based on the existing service from the providing agency, and a "stretch" version of the concept that significantly increases the number of vehicle trips/runs.

This memo summarizes the results and methodology of the analysis. Additional detail can be found in the accompanying spreadsheet.

Methodology

Existing Conditions

Annual Runs to Garden City/Regional Center

Annual runs are based on the ride logs gathered from each provider. In most cases, three months' logs use used, so the total number of runs from that period is multiplied by four to estimate yearly vehicle trips. When logs are unavailable, estimates of ridership can be used.[1]

Annual Ridership

Similar to the annual runs, annual ridership to the regional center is based on the ride logs from the providers.

Demand for Trips

An estimate of the demand for trips to the regional center from communities along the corridor is also provided, though this unmet demand does not affect the operating budget under the current conditions. It is, however, useful when estimating the changes in demand resulting from changes in service frequency under the baseline and stretch concepts. The unmet demand for trips is calculated

[1] In the Southwest Region, Hamilton County's estimated ridership is based on provider estimates.

based on the regional per capita ridership to the regional center from communities currently offering the trip.

For example, in the Southwest Region Lane County, Hamilton County VIPs, and Stevens County all currently make trips to Garden City. The demand for service to Garden City from Satanta (a community on the way to Garden City from Hugoton/Stevens County) is calculated by multiplying the combined per capita ridership (based on the local communities rather than counties) of the providers making the trip by the population of Satanta.

Annual Seated Capacity

Interviews with providers supplied information on the capacity of vehicles making the trip into the regional center. The annual seated capacity is the vehicle capacity multiplied by the number of runs per year.

Annual Service Cost

The annual service cost is obtained from information provided by KDOT. The yearly operating cost is divided by the number of miles traveled to obtain the cost per mile of providing service. Google Maps driving directions provides the distance of each trip to the regional center. To calculate the number of miles involved in the service, the number of runs is multiplied by the roundtrip distance. Multiplying the result by the cost per mile yields the annual cost of service. Since the final number is based on the total operating costs of each agency, it includes a portion of all components that make up the total cost of operations for the organization.

Annual Service Revenue

The fare for a trip to the regional center from each provider is available in the results of a 2013 survey and was confirmed through more recent interviews. The annual service revenue results from multiplying the roundtrip fare by the number of passengers making the trip. Occasionally, this estimate will be high since some passengers receiving free fare (e.g., young children) are included in the ridership numbers. Additionally, some passengers making one-way trips do not pay a roundtrip fare.

Baseline Concept

The baseline concept simply involves regularizing service to the regional center and having providers making the trip pick up passengers in towns along the way. Except where noted below, the measures are determined following similar procedures to those described above.

Annual Runs to the Regional Center

The annual runs under the baseline concept are closely tied to the number of runs currently made to make the transition to operating under a coordinated concept a simple as possible. For example, a provider currently making roughly 20 runs per year might be assumed to make 26 coordinated runs per year (one run every other week). Providers making about three runs per month now could make one per week under the baseline concept. The main idea is to make the schedule more regular without dramatically increasing the burden on the transit providers.

Annual Ridership

The annual ridership under the baseline concept includes two components: local passengers and "coordinated" passengers pickup up in towns on the way to the regional center.

Local Ridership

The annual ridership originating in each provider's hometown is based on the annual ridership estimated from the ride logs. With increased frequency of service, comes increased ridership. An elasticity coefficient measures the relationship between changes in frequency and resultant changes in ridership. A standard value used is 0.4, meaning that a 100% increase in frequency would likely result in a 40% increase in ridership.[2] However, the small numbers of passengers involved in intercity service, the lack of data used to estimate existing conditions, and the generally-agreed-upon notion that elasticity coefficients are not very reliable when examining changes in service frequency mean that this number should not be taken too seriously.

Coordinated Ridership

Coordinated ridership is estimated for each community in a method similar to the one just described. The elasticity coefficient is applied to the estimated unmet demand for service for each jurisdiction receiving new service along the way.

The potential ridership is limited is ultimately limited by the capacity of the vehicles making the trip.

Annual Seated Capacity

Same as existing conditions.

Annual Service Cost

The service cost for passengers with local origins is calculated just as it is under the existing conditions. Mileage needs to be recalculated to take into account the distance traveled picking people en route.

Annual Service Revenue

The service revenue for local passengers is calculated in the same manner as under existing conditions. For coordinated passengers, estimating annual revenue is done similarly, though separate fares must be established in some cases. Fares for passengers picked up en route are based on the current fares set by the provider picking them up. For instance, fares based on mileage will continue to be based on mileage. For fixed-amount fares, when it logically makes sense (based on distance,

[2] TCRP Report 95, p 9-5 lists the coefficient of elasticity for frequency as 0.5 on average. TCRP Report 118, p 3-19 lists the following table and a "typical" coefficient of 0.4. The report focuses on BRT, though the numbers appear to come from a more general source. The latter, more conservative estimate is used in this analysis.

EXHIBIT 3-19 Typical Midpoint Arc Elasticities

Item	Travel Time	Bus Miles	Bus Frequencies
Application	New routes replace or complement existing routes	Service expansion	Greater frequency of existing routes
Range	-0.3 to -0.5	0.6 to 1.0	0.3 to 0.5
Typical	-0.4	0.7 to 0.8	0.4

SOURCE: *Patronage Impacts of Changes in Transit Fares and Services* (*29*) and *TCRP Report 99* (*30*)

operating costs, etc.) to charge the same amount regardless of where passengers are picked up, customers might be charged a uniform rate regardless of origin.

Some fares, however, are heavily subsidized by the local government providing the service. In such cases, it would not be equitable to charge such a small fare to passengers picked up in other jurisdictions along the way. To calculate a new rate, the level of subsidy contributing to the operating expenses is considered. Subsidies have three sources: 50% federal, 25% state, and 25% local (amounts approximate). Riders picked up should pay a fare that covers their portion of the local match plus the standard fare charged to locals. For example, on a trip with a total operating subsidy of $40, the local portion of the subsidy would be $10 (25% of $40). If the average trip includes one passenger picked up locally and one picked up en route (for a total of two passengers), the local subsidy should be split in two ($5 toward each passenger). The local customer would just pay the regular fare of $5, but the non-local customer would pay the $5 fare *plus* an additional $5 to cover part of the subsidy. Fares are determined for the average trip in this method and applied to all passengers picked up in each community equally, regardless of the number of passengers on any specific trip.

In the long run, however, communities receiving service en route might provide funds to contribute to the local subsidy instead of forcing passengers to pay for it through their fares.

Annual fare revenue for non-local passengers is then the resulting total fare ($10 in the example) multiplied by the number of coordinated passengers.

Stretch Concept

The stretch concept is an extension of the baseline concept entailing the providers making the trip increasing the number of runs they make by a sizable amount. All values are estimated using similar methods used in the baseline concept. Increases in coordinated as well as local passengers are calculated using the elasticity coefficient for frequency.

Results

Tables 1-3 display the estimates for ridership, costs, and revenue for coordinated trips into Garden City originating in Dighton (Lane County), Syracuse (Hamilton County), and Hugoton (Stevens County).

Table 1. Estimates for trip to Garden City from Dighton via Scott City

	Existing Conditions	Baseline Concept	Stretch Concept
Annual vehicle trips	20	26 (every other week)	52 (every week)
Annual ridership from Dighton	56	63	88
Fare from Dighton	$2	$2	$2
Annual ridership from Scott City	-	105	147
Fare from Scott City	-	$11 (cover local subsidy)	$11 (cover local subsidy)
Annual cost of service	$4,352	$6,188	$12,376
Annual revenue from service	$112	$1,267	$1,743
Total annual ridership	56	168	235
Percent vehicle capacity	22%	50%	35%

Table 2. Estimates for trip to Garden City from Syracuse via Lakin, Deerfield, and Holcomb

	Existing Conditions	Baseline Concept	Stretch Concept
Annual vehicle trips	60	52 (every week)	104 (twice per week)
Annual ridership from Syracuse	90	85	119
Fare from Syracuse	$52 ($0.50 per mile)	$52 ($0.50 per mile)	$52 ($0.50 per mile)
Annual ridership from Lakin	-	52	72
Fare from Lakin	-	$25 ($0.50 per mile)	$25 ($0.50 per mile)
Annual ridership from Deerfield	-	16	23
Fare from Deerfield	-	$17 ($0.50 per mile)	$17 ($0.50 per mile)
Annual ridership from Holcomb	-	49	68
Fare from Holcomb	-	$7 ($0.50 per mile)	$7 ($0.50 per mile)
Annual cost of service	$8,482	$7,469	$14,939
Annual revenue from service	$4,680	$6,337	$8,872
Total annual ridership	90	202	282
Percent vehicle capacity	30%	78%	54%

Table 3. Estimates for Trip to Garden City from Hugoton via Moscow, Satanta, and Sublette

	Existing Conditions	Baseline Concept	Stretch Concept
Annual vehicle trips	16	24 (twice per month)	52 (every week)
Annual ridership from Hugoton	20	24	35
Fare from Hugoton	$15	$15	$15
Annual ridership from Moscow	-	9	13
Fare from Moscow	-	$15	$15
Annual ridership from Satanta	-	33	49
Fare from Satanta	-	$15	$15
Annual ridership from Sublette	-	43	63
Fare from Sublette	-	$15	$15
Annual cost of service	$2,406	$3,835	$8,310
Annual revenue from service	$300	$1,641	$2,407
Total annual ridership	20	109	160
Percent vehicle capacity	31%	114%	77%

Intermediate Stop Concept Analysis Memo

To: KDOT Advisory Team

From: SRF Consulting Group Team

Date: January 28, 2014

Subject: KDOT Regional Transit Business Model Strategy Input Information and Assumptions – Picking Up Passengers En Route

Concept

This memo seeks to provide input information for the initial coordination strategy for the Southwest Region of Kansas (CTD 15) involving a combination of:

- Making intermediate stops in intermediate communities along an existing intercity route.
- New intercity service between Liberal-Garden City-Dodge City with intermediate community stops.

The four proposed routes are as follow:

- Syracuse to Garden City, stopping en route in Lakin, Deerfield, and Holcomb.
- Ulysses to Garden City, stopping en route in Lakin, Deerfield, and Holcomb.
- Dighton to Garden City, stopping en route in Scott City.
- Hugoton to Garden City, stopping en route in Moscow, Satanta, and Sublette.

In addition to the four concepts where providers that currently make trips to a regional center would stop in intermediate communities to provide intercity service, three new concepts are alos identified for consideration. Each is listed below:

- Liberal to Garden City, stopping en route in Sublette (New Service).
- Dodge City to Garden City, stopping en route in Cimarron and Ingalls (New Service).
- Liberal to Dodge City along one of two routes with intermediate stops (New Service).

Details on the new service concepts between Liberal – Garden City – Dodge City are provided in another memorandum.

Figure 1 displays each of the route concepts.

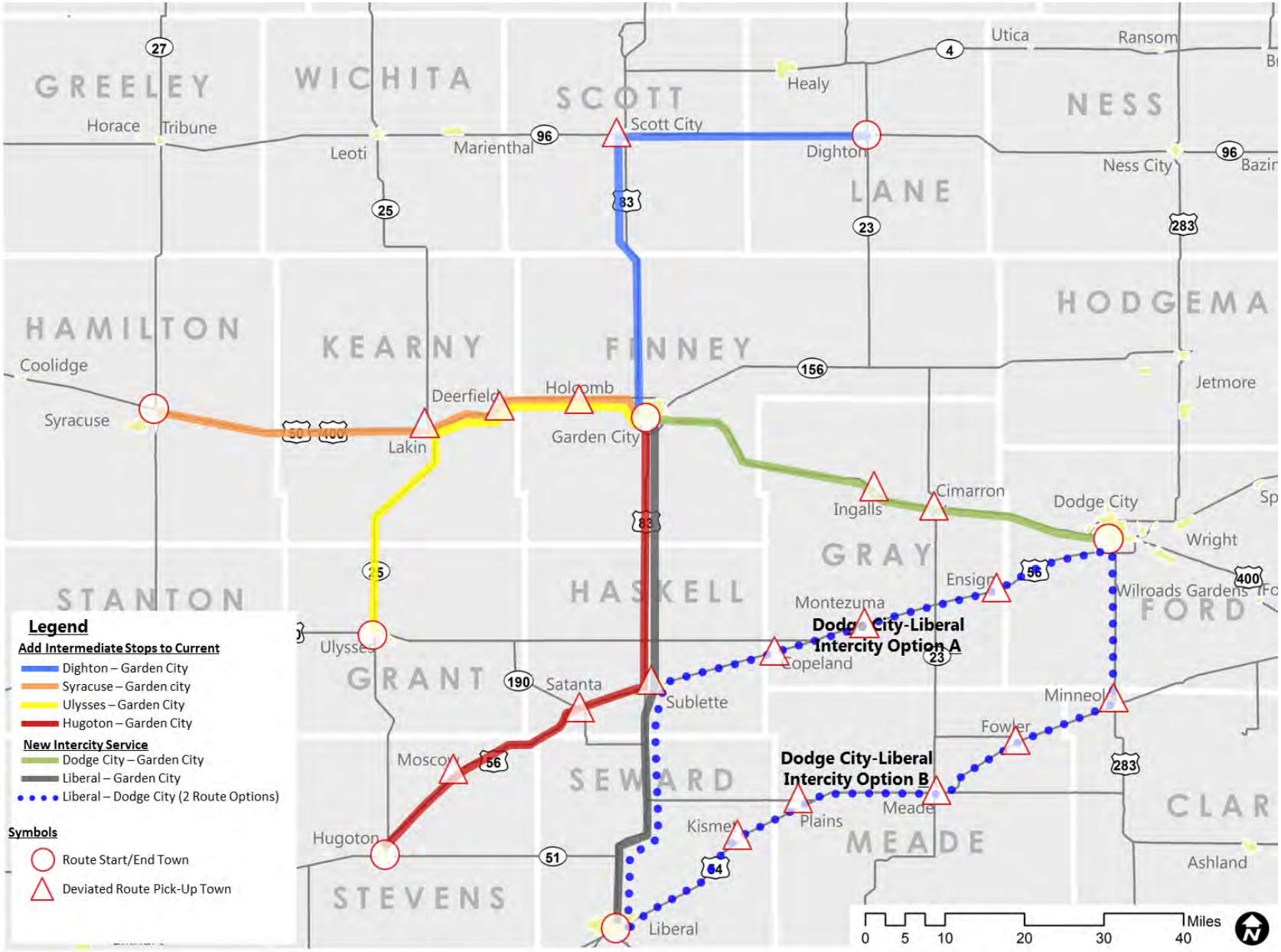


Figure 1: Universe of Coordination Strategies

Southwest Region

Local Transit Providers and their Willingness to Participate

Each route of the proposed strategy would be run by the transit provider operating in the city furthest away from Garden City. Table 1 lists the providers involved and the willingness of each to participate in the program based on a short phone conversation. Willingness was gauged prior to any quantitative analysis of the concept. All transit providers except for the provider based in Ulysses currently offer the trip to Garden City.

Table 1. Participating Providers and their Willingness to Participate in the Proposed Strategy

City	Transit Provider	Willingness to Participate
Syracuse	Hamilton County VIPs	Reluctant. Concerned that picking up people along the way and attending to their needs in Garden City will delay their primary customers on their medical trips. Also worried about lack of comfortable space when transporting people using wheelchairs.
Ulysses	Unknown	Unknown
Dighton	Lane County Transportation	Very willing, but not excited by concept of "shuttling" passengers to Scott City. Would also be interested in picking up people in Ness City on the way to Dodge City.
Hugoton	Stevens County Community Health	"Not opposed," especially if the strategy would increase ridership. This is not the first time Stevens County has attempted this strategy. Sees improved marketing in target communities as essential.
Liberal	Liberal Good Samaritan Center	Very willing.
Dodge City	City of Dodge City	Interest has been expressed by transit staff at regional committee meetings.
Garden City	Finney County Transit	There is interest if the concept can be proven to be reasonably cost effective
Liberal	City Bus	Very little interest at this time.

Travel Time

The proposed concept requires vehicles to stop in places where they previously would not have stopped in order to pick up and drop off customers. The time needed to make these stops, as well as the time involved in making the slight route deviations to travel between the added stops, increases the trip length for passengers originating at locations further from Garden City. Tables 2-7 provide estimates of the increases in one-way travel time that might result from the proposed coordination

strategy. However, most estimated increases are purely theoretical, as there is no transit service currently available from many locations. "Direct" trips are trips straight from the origin city to Garden City. "Coordinated" trips are trips using the proposed strategy of picking up additional passengers en route.

Assumptions

The estimates displayed in Tables 2-7 assume an average vehicle speed of 50 mph and one five-minute passenger boarding period in each town on the way to Garden City (corresponding to one passenger being picked up in each town). Passengers would be delayed by the boarding periods in towns passed through between their origins and Garden City. Any increases in the amount of time spent in Garden City due to the additional number of passengers involved in the trip are not considered in these estimates but should be considered when ultimately determining the feasibility of the proposed strategy. Return trip travel times would be similar to outbound times.

Distances and routes were obtained using the driving directions function of Google Maps.

Table 2. Syracuse-Lakin-Deerfield-Holcomb-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Syracuse	52	62	53	3	79	+16
Lakin	25	30	25	2	40	+10
Deerfield	17	20	17	1	25	+5
Holcomb	7	8	7	0	8	+0

Table 3. Ulysses-Lakin-Deerfield-Holcomb-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Ulysses	52	62	53	3	79	+16
Lakin	25	30	25	2	40	+10
Deerfield	17	20	17	1	25	+5
Holcomb	7	8	7	0	8	+0

Table 4. Dighton-Scott City-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Dighton	54	65	60	1	77	+12
Scott City	36	43	36	0	43	+0

Table 5. Hugoton-Moscow-Satanta-Sublette-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Hugoton	70	84	75	3	105	+21
Moscow	57	68	62	2	84	+16
Satanta	42	50	46	1	60	+10
Sublette	37	44	37	0	44	+0

Table 6. Liberal-Sublette-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Liberal	67	80	71	1	90	+10
Sublette	37	44	37	0	44	+0

Table 7. Dodge City-Cimarron-Ingalls-Garden City One-Way Travel Times

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Dodge City	53	64	54	2	75	+11
Cimarron	34	41	35	1	47	+6
Ingalls	29	35	29	0	35	+0

Table 8. Dodge City-Liberal One-Way Travel Times (Two Route Options)

Passenger Origin	Direct Distance (miles)	Direct Travel Time (min)	Coordinated Distance (miles)	Boarding Period Delays	Coordinated Travel Time (min)	Additional Travel Time (min)
Route Option A – US 56 (Stops in Ensign, Montezuma, Copeland, and Sublette)						
Liberal	85	102	86	4	123	+21
Sublette	51	61	52	3	77	+16
Copeland	39	47	39	2	57	+10
Montezuma	28	34	28	1	39	+5
Ensign	16	19	16	0	19	+0
Route Option B – US 54 (Stops in Minneola, Fowler, Meade, Plains, and Kismet)						
Liberal	82	98	86	5	128	30
Kismet	65	78	68	4	102	24
Plains	58	70	60	3	87	17
Meade	43	52	45	2	64	12
Fowler	33	40	34	1	46	6
Minneola	22	26	22	0	26	0

Fares

The fares for customers picked up in the towns along the way to Garden City will be based in part on the fares currently paid by customers originating in the transit providers' current service areas. Other factors to balance include the shorter distances customers in the towns closer to Garden City will be carried, the local subsidies paid by customers from the providers' current service areas, the fares of other transit providers offering the same trip, and the almost negligible incremental cost of picking up additional passengers along the way during a trip that would have occurred anyway. Table 8 lists the current fares to Garden City.

Not all cities receiving service under the proposed strategy currently have access to transit service to Garden City.

Table 9. Current Fares to Garden City

Passenger Origin	Transit Provider	Fare
Syracuse	Hamilton County VIPs, Inc.	$0.50 per mile.
Dighton	Lane County Transportation	$2 suggested donation, roundtrip. Recognizes that fare might need to increase to implement this strategy.
Scott City	Scott County VIP, Inc.	Driver's rate plus mileage (might be $10 per hour for driver plus $.485 per mile).[1]
Hugoton	Stevens County Community Health	$15, roundtrip.
Liberal	Liberal Good Samaritan Center	$1 per mile.

Vehicle Capacity

Of course, the ability of any transit provider to pick up additional passengers en route depends upon the capacity of the vehicle it uses for the trip. Table 9 lists the capacity of the vehicles currently used for the trip to Garden City among the providers currently offering the trip who would be participating in the proposed strategy.

Table 10. Vehicle Capacity of Providers Making the Trip to Garden City

Passenger Origin	Transit Provider	Vehicle Capacity
Syracuse	Hamilton County VIPs, Inc.	5 with no wheelchair, or person in wheelchair plus 3 others. People coming from nursing home always bring attendant.
Dighton	Lane County Transportation	13
Hugoton	Stevens County Community Health	4 in current vehicle (wheelchair accessible), but new vehicle (not wheelchair-accessible) will hold 6-8. Intercity trips rarely involve nonambulatory passengers.
Liberal	Liberal Good Samaritan Center	4 in current vehicle, but could use larger 13-passenger vehicle if demand necessitates.

[1] Both sources for this fare could be out-of-date. See the Kansas University Transit Center and the Scott City Record (9/14/2012):
http://www2.ku.edu/~kutc/cgi-bin/RTAP_agencies.php?ag=163
http://www.scottcountyrecord.com/news/local-seniors-count-on-vip-for-needed-mobility

Local Funding

Transit Provider	Source of Local Transit Funds	Means of Changing Budget
Hamilton County VIPs, Inc.	County general fund	The County Board of Supervisors votes to increase or decrease the budget.
Lane County Transportation	County general fund (ultimately sourced through mill levy)	The County Commission votes to change the budget.
Stevens County Community Health	Unknown	Unknown
Liberal Good Samaritan Center	Liberal Good Samaritan Center operating funds[2]	The national office of the Good Samaritan Society sets the budget for each of its locations. A board of directors approves the overall budget. According to the local administrator, the local office cannot request changes to budget.
City of Liberal	Dedicated city sales tax (a fixed percent of the one-cent sales tax)	The transportation supervisor and city manager submit changes in the budget to the city commission for final approval.

[2] Liberal Good Samaritan Center provides the 20% local match for transit funding. One staff member noted that the nursing home views the expense as a cost-saving measure since it would provide transportation with or without state and federal assistance. The organization uses contracts for non-emergency medical service to generate some of the matching funds. In some years, the contract revenue has exceeded the 20% match, making the Liberal Good Samaritan Center a net income.

Liberal-Garden City-Dodge City Concept Analysis

To: KDOT Advisory Team

From: SRF Consulting Group Team

Date: January 28, 2014

Subject: Methodology for KDOT Intercity Service Concept: Dodge City, Garden City, Liberal

Introduction

There exists a lack of public transit services that operate between the regional centers of Dodge City, Garden City, and Liberal, Kansas. The only intercity services available are the Bee Line Express and Los Paisanos intercity bus services, as well as some trips made by human service or medical transportation providers on an intermittent basis. The Bee Line and Los Paisanos services primarily operate between Garden City and Dodge City once per day (Los Paisanos also serves the Liberal to Garden City corridor), and the schedules do not allow for same-day trips that would connect passengers to medical appointments, social outings, employment, education, shopping trips, or other short-term visits-. This results in gaps in service and unmet need for public transit trips.

This document summarizes the basis for an operating plan to connect the three communities with regularly scheduled public transit service. The following components are outlined in this document:

- Intercity transit demand estimates
- Service hours to meet demand
- Financial plan

Baseline Concept/Assumptions

Demand Estimates

Demand for transit service along these intercity corridors will be developed using *TCRP Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate is based on two trip rates derived from the National Household Travel Survey, one for rural household incomes that are greater than $75,000 and one for household incomes less than $75,000. The model uses long distance trips per capita (greater than 50 miles), then a mode-share is applied for intercity bus transportation calibrated to a geographic region The trip rate is applied to the populations of each stop location along an intercity bus corridor. The distance of the route is factored by comparison to a national dataset of existing service. Also, the trip rate can be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations.

Schedule

Using the demand estimates from the TCRP-147 toolkit, one will have a figure for the annual ridership that can be supported along each corridor. The number of vehicle trips per year is then derived from the total ridership estimate. For this memo, the transit vehicles are assumed to be cutaway chassis minibuses with a seating capacity of ten (10) ambulatory and two (2) wheelchair positions.

Operation/Performance Measures

Revenue hours – derived from the round trip travel time from Google Maps driving directions with an additional 60 minutes per cycle to account for in-town curb-to-curb service.

Operating cost – collected from data entered into the Rural National Transit Database.

Service efficiency – operating cost per revenue hour, collected from local system data entered into the Rural National Transit Database and provider surveys. This is used to develop an operating budget for the intercity service.

Fare revenue – assumes $0.10/mile for a standard fare, and a 25% operating ratio in year one.

Demand

The three corridors connecting regional centers are projected to have the following demand, measured in annual unlinked trips, based on the toolkit in TCRP-147, and shown in Table 1. The US 54 corridor was selected for Dodge City to Liberal as it provided service opportunities to more communities and population.

Table 1. Demand Estimates

Corridor Name	Annual Ridership
Garden City – Ingalls – Cimarron – Dodge City	3100 trips
Garden City – Sublette – Liberal	1500 trips
Liberal – Kismet – Plains – Minneola – Dodge City	1900 trips

Operating Plan

The demand estimates outlined in the previous section present an estimate of ridership that is consistent with the number of trips that can reasonably be provided by intercity public transit. Beginning with those figures one can develop and operating plan for each corridor. Vehicle trips are determined under the assumption that the vehicles will have a capacity of 12 passengers and they will typically be at about 2/3 full.

Table 2. Operating Plan

Corridor	Annual Ridership	Monthly Ridership	Vehicle Trips per Month	Revenue Hours per Trip	Annual Revenue Hours
Garden City to Dodge City	3100	258	16 one-way 8 round-trip	1.5 hours each way	291
Garden City to Liberal	1500	125	8 one-way 4 round-trip	1.6 each way	150
Dodge City to Liberal	1900	158	10 one-way 5 round-trip	2 hours each way	238

The operating plan outlined in Table 2 represents a fully developed, well established transit system. It is expected that in the first years of deployment that ridership will not be at these levels. Also, any intercity bus service that is already operating along these corridors (Bee Line, Los Paisanos), and carrying passengers with origins and destinations within the proposed routes has their ridership included in the annual estimates. Overhead passengers (such as those traveling to Pueblo, Wichita, Kansas City, etc.) are not included in the ridership estimates.

Financial Plan

The financial plan for operating intercity service to connect these three regional centers assumes an operating cost per revenue hour of approximately $85.00. Typically, intercity rural transit services have hourly operating costs that range from approximately $50.00/hour to over $100.00/hour. $85.00 represents the hourly rate for Dodge City's public transit operations and is within an acceptable range of peer systems' hourly service rates. Under this assumption, the total operating costs of intercity services are shown in Table 3. Also shown is the first year's operating revenue, which is assumed to reflect a 25% operating ratio, and the 50% of operating deficit share of FTA Section 5311 funding for which the transit provider would be eligible.

Table 3. Operating Shares

Corridor	Annual Operating Expenses	Annual Revenue (25% share)	FTA Section 5311 Aid
Garden City to Dodge City	$24,800	$6,200	$9,300
Garden City to Liberal	$12,800	$3,200	$4,800
Dodge City to Liberal	$20,200	$5,100	$7,600

Additionally, fares should be set at the industry standard of approximately $0.10/mile for a "walk-up" cash payment, but other fares should be arranged for seniors, ADA passengers, multi-use passes, and agency rates should be charged to human service agencies that are billed directly to provide the service or purchase fare media. Sample cash fares would be as follows:

- Garden City to Dodge City: $11.00 round trip
- Liberal to Dodge City: $17.00 round trip
- Garden City to Liberal: $14.00 round trip

Centralized Dispatch/Mobility Management

The operating plan outlined in this report provides an overview of the operating and financial statistics of a fully developed transit system serving the region's intercity market. In the near term transit market can be built up and immediate needs can be met using flexible dispatch of demand response vehicles.

Each transit system (Finney County, Dodge City, Liberal) has its own dedicated fleet that serves local rather than regional trips. While there are "peak periods" where demand is very high among the larger transit systems – school schedules, program related trips for special needs passengers, commuting times – there are times of the day where capital assets are not used. To address these gaps and inefficiencies, a first step would be to deploy idle vehicles currently operating public transit in the study area make intercity trips. These vehicles would be dispatched from a central location by an agency with adequate technical capacity (in this region Garden City). The priority would still be to meet all in-town trips, however if a vehicle was not in use it could be dispatched to a nearby community to meet demand. This way, elements of this service could commence before vehicles were purchased. Cost centers would be established based on a geographic area and integrated with the dispatch software. A local mobility management agency would collaborate with regional transit operators to conduct outreach to unserved markets. Organizationally this would lay the groundwork for additional regional coordination efforts.

Non-Transit Service Concept Analysis

SW REGION - STRATEGIES OUTDSIDE INTERCITY BUS SERVICE

Enhancing Interagency Communication

The cornerstone of the increasing communication strategy is evaluating extension of centralized dispatch, which has been the backbone of KDOT's coordination program. Presently, FIT provides dispatching for Dodge City and has initiated discussion of the same for Stevens County.

Listed below are estimates of the number of MONTHLY riders on systems in the region that presently arrange and dispatch their own trips:

- Stevens County: 110 trips per month
- Hamilton County: 200 trips per month
- Lane County: 120 trips per month
- Cimarron: 250 (estimate) per month
- Ulysses: 100 (estimate) trips per month.
- Liberal: Assume about 1,500 based on Garden City and Dodge City – Today less than 100. The expectation is many more trips with improved accessibility to reservations.

Based on discussion with FIT staff, they have reserve capacity in terms of the following:

- 200-300 additional rides per month can be accommodated with current staff.
- Add one additional dispatcher would be needed to accommodate all but Liberal.
- Can accommodate at least one additional dispatcher in current space in building.
- Can accommodate dispatchers to serve 6,000 more trips before needing to expand building.

Carpool/Vanpool

Presently, carpool is more prevalent in the region than vanpool (which requires a greater investment and organizational structure). Representative from Cargill (one of the largest employers in the region), believe carpooling is going on right now, somewhat based on economic necessity.

There are two geographic area considerations:

- Local.
- Intercity

While intercity has fewer total persons, sharing the longer ride and providing an opportunity to take advantage of lower cost housing in other communities (compared to Dodge City) without a corresponding increase in travel costs, could be a benefit.

Continued consideration of carpooling is suggested in Dodge City due to the presence of several large employers.

Vanpool – Requires more of a management commitment as vehicles are leased through either an employer or through a transit agency. In the southwest, potential agencies as organizer/manager likely would be limited to FIT.

Organization of carpools could be managed at the employment site, by an agency in the region or at the state level.

Documentation of March 2014 Meeting

SOUTHWEST REGION COMMITTEE MEETING #3
MARIAH HILLS GC – DODGE CITY

March 19, 2014

Introductions

A sign-in sheet for the meeting is attached. In total, 16 people were present.

Each person present was provided the opportunity to introduce themselves.

Joel Skelley, KDOT State Multimodal Planner, welcomed people to the meeting and thanked them for participating.

Agenda/Content of the Meeting

Bill Troe (SRF) provided an overview of the purpose of the meeting, including:

- Discuss, in detail, the range of strategies that are being considered in the SW region as a part of the refined/revised transit model.
- Identify strategies that would be maintained into the next steps of the study and those to be set aside.
- Identification of any new concepts (that might be a modification of other) to be included in the list of maintained.
- Where do we go next in the study process.

Local support of whatever moves ahead is critical, because local participation in funding is a requirement of any new program. If there no local interest, there is no need to continue reviewing/assessing an idea.

General Ideas Covered in Strategies

A strategy is defined through four basic elements:

- Service plan/operations
- Governance of the service by local jurisdictions.
- Communication plan.
- Administration of service.

Last three bullets will be defined after determining if the service plan is reasonable and supported (which is the focus of today).

Strategies identified address specific needs identified through earlier work. Each region may have different needs. Thus, strategies might be different.

Most of the strategies in the SW region include coordinating service between two or more jurisdictions. In combining more players – Need to introduce more defined service scheduling (i.e. day of the week, time of day, etc.). Secondly, all will be responsible for some portion of cost – fare structure must be equitable for all (must also consider the local subsidy funded by the provider jurisdiction in setting non-local fares).

Communication is the key. There are two parts to a communication plan:

- Who does rider call – who has to coordinate to provide the ride?

- People need to know the service is there – Advertising.

Part of the overall concept to be developed is how is service governed or managed? Who makes decisions? Who set fares/schedules? How are subsidies distributed? Depending on the concept, there is a wide range of formality to the governance. Some strategies – very little oversight. Others- much more. Will figure out in next steps.

Note: Village Tours – is providing intercity service to/from the Boot Hill Casino in Dodge. In the SW region, service is provided on the first and third Thursdays. Runs from Scott City through Garden City into Dodge City, stopping in communities along the way. Stays at casino for 5 hours then returns. This service could be considered as a way of connecting with Bee Line or others. Not included in a strategy, but it should be included as a secondary idea to possibly fill a gap.

Service Strategies

Intermediate Community Stop Alternatives – Existing Intercity Service

Five unique service concepts were reviewed individually:

- Stevens County to Garden City.
- Ulysses to Garden City –Not a KDOT funded program.
- Hamilton County (Syracuse) to Garden City.
- Lane County (Dighton) to Garden City.
- Lane County (Dighton) to Dodge City.

Stevens County – Has a new 7 passenger van through the KDOT program and a 7-passenger van funded locally. They are presently (when a request comes in) picking up in Satanta for trips into Liberal. Very supportive of making intermediate stops. Vehicle size needs to be assessed relative to actual demand (limited reserve capacity). Presently, provider does not require a Hugoton trip origin to make a trip (they would go even if trip requests were from Satanta or others). Fares they have been charging are:

- $15 to/from Liberal
- $15 to/from Garden City

The senior center in Sublette is interested in being a partner/stop for trips to/from Garden City. Highest use – 4 person on a trip. So, some reserve capacity (1-2 people at minimum).

Good Sam – Making about 2 trips per month in a 13 passenger bus/van. If there is capacity (generally is) they would like to be a part of the solution. Good Sam – A fare for service to Garden City of $15-$20 is probably acceptable (previous discussions – Good Sam fare was considerably higher).

If Good Sam and Stevens County coordinate and each take two runs per month, intermediate communities along US 83 could have once a week service. A very general schedule of progressive days each week (first week Tuesday, second week Wednesday, third week Thursday and fourth week Friday) was discussed and is reasonable to consider at this point.

For advertising service – Liberal City Bus can provide IT service for web-based advertising.

Hamilton County – have a 5 passenger van (one wheelchair spot). Most of their customers are older/fragile health and trips are for medical. Likely limited reserve capacity. Trips are generally to Garden City for a medical visit and then back (again the fragile nature of most of their travelers) .If add non-medical trips (as the service is open to all), will need to address the needs of primary current riders (fragile with medical issues). Need to investigate potential of scheduled trips to Garden City that maybe do not include many medical trips. Need to also address vehicle limitations. A small bus is substantially more vehicle than required for local service. Maybe a 9 or 12 passenger van would balance between local need and possible intercity.

Hamilton County representative – If no trips are reserved for Syracuse/Hamilton County residents, but do have reservation from Lakin, would trip still be made. Yes, as Hamilton County would be part of a regional concept. Need to think this over more. The fares from intermediate communities would be set at a level to allow capturing most added cost (which should not be too great) and a good portion of the local subsidy. Thus, if no one is making trip from Syracuse, can still provide the run without creating a financial burden on city/county.

The scheduled trips in the example take into account current demand. The assumption is that a "similar" number of trips would be made, but with a bit of a stretch (more than current). If currently make one trip per month, the stretch was AT MOST two per month.

Hamilton County representative – Is coordination with others a requirement? No, but additional funding that has been allocated to rural transit will be focused on coordination.

KDOT – Need to be conservative on larger vehicle discussion. KDOT needs to be able to justify costs to federal agency and state legislature.

Gray County Representative – In Gray County there is a higher priority placed on intra-county service (compared to inter-county), with the desire to initiate service in Cimarron and elsewhere in the county. This "stove pipe" service is not really covered in this project unless there is coordination with other providers (including purchasing service from a current provider). Additionally, there are opportunities for some of the inter-city services to support intra-county.

Lane County – Provides service to BOTH Dodge City and Garden City. Two trips per month to each. Currently, has a 14 seat van – Has reserve capacity. Willingness to make intermediate community pick-ups and drop-offs:

- Garden City – Via Scott City: Would be a supplement to the current inter-city provide out of Scott City (limited number of trips to/from Garden City).
- Dodge City – Via Ness and Jetmore (neither have service today).

Estimated fare - $15-$20.

Ulysses – Need to continue to define the concept. Not a part of the KDOT program. Presently evaluating what their future might be, including being a part of KDOT program. Relative to historic – Would need to address wider ridership than current (primarily seniors).

New Intercity Service

Concept is to provide service in the triangle created by Garden City-Dodge City-Liberal. Ridership estimates were developed. Estimates – Do not really reflect "commuter" demand potential (which requires multiple runs per day). Commuter demand more appropriately accommodated by carpool or vanpool.

KDOT is presently planning for a pilot vanpool program in Wichita. KDOT is just getting into the concept and needs to evaluate what their role should be. Dodge City representative – very interested in expanding the vanpool pilot to Dodge City if possible.

Ridership estimates support one to two trips per week between the three regional communities. Could be served using a 12-15 passenger van. Do not likely need a bus.

Assumed fares – Established at "average" percentage of service cost (approximately 15%) range from $15 - $22. Would not cover the entire cost. Thus, must considered source for subsidy. The logical source – each of the cities/counties included along route.

Liberal and Garden City providers are both voiced concern about increasing local commitment to transit subsidy. Did not think there would be enough local support. Dodge City believes there could be local support, especially if could be coordinated with airline schedules – Issue here is the hours that service would need to be available. Early in the AM and later into the evening service is required. Not provided today.

Doctors flying in for monthly rotations – have difficulty getting to/from the airports. Do they consider taxis that are operating? No. is there really a service issues or an information issue of the options (taxi) that are available.

There are a couple of different corridor options for Liberal-to-Dodge City service. Each provides service to a different group of communities. Choices – Select one route and provide more service to one group and no service to the other. Switch off on runs between routes to provide "a little" to each.

Potential Changes in Coverage

Current – 5 counties have intercity service.
Adding intermediate community service stops – 12 counties could have some service.
Adding new inter-city service in Triangle – 12 to 13 counties would have some service.

Provides big improvement toward meeting overall project goals.

Centralized Dispatching

Most likely candidate in region – Finney County Transit
Facility was designed and funded with multiple community dispatching in mind.
FIT is considering going to RouteMatch software, which would increase dispatching capacity as it would cut the need to contact drivers (to get information on their location and to add pick-ups to the schedule).

FIT could accommodate all systems, with the exception of Liberal (assuming that with full-time dispatch the calls will increase for current). Presently, Liberal dispatched call are very low on a calls per capita basis (relative to Dodge City and Garden City).SRF estimates about 1,500 calls per month with full-time dispatch. Liberal representative – Seems very high.

Maintain centralized dispatch (with FIT as the provider) as a strategy. Likely shorter term for at least partial implementation.

Carpool/Vanpool
Most logical approach is to take low-tech approach. Most employers are smaller and those of reasonable size – hesitant to invest money into electronic system. Much more interest in organizing carpool over vanpool. Vanpool (with an employer or transit agency purchasing vehicles and leasing to group) is considered pretty expensive and not likely a short term enhancement.

With carpool – Need to take into account there are significant language and cultural barriers which need to be addressed/will influence potential for use.

Communication
It is reasonable to try to expand coordination with medical providers to better coordinate transit trips. Key is COMMUNICATION between all players (providers-medical providers-patient).

FIT is already working with some of the medical providers (primarily for dialysis) to help schedule treatment between multiple patients. Same with hearing centers.

Other Ideas and Considerations

Need to maximize time in regional centers – Schedule accordingly.
Syracuse is on Mountain Time – it is a scheduling-dispatching concern.

Priorities

Advance Intermediate Community Pick-ups for providers that are already making trips. Stevens County and Lane County as soon as possible. Hamilton County mid-term (need to figure out vehicle). Ulysses – get into KDOT program first?

Centralized dispatch. Need to establish service contracts with FIT.

Establish regional role for mobility manager.

Initiate carpool message board package for Dodge City employers (larger)

Coordinate with medical provider.

Service in Cimarron (including coordination with remainder of Gray County).

New Intercity in Triangle

Next Steps

- Refine concepts more
- Address governance with KDOT staff
- Define what happens to CTDs.

Next Meeting – Probably July or August time frame.

Kansas
Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - REGIONAL COMMITTEE #3

DATE - 3/19/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Tom Worker-Braddock PH: 913-381 1170	Olsson Assoc.	tworkerbraddock@olssonassociates.com
Cory Davis PH:	KDOT	
Josh Powers PH:	KDOT	
Melanie Lunceford PH:	City of Liberal Transit Supervisor	melanie.lunceford@cityofliberal.org
Jane Graf PH:	City of Dodge City Transportation Coordinator	janeg@dodgecity.org
Anna May Velez PH: 620-272-3626	Garden City Transit Board Member + Board of Directors FCCA	
Bonnie Burgardt PH:	Finney County Transit Transportation Director	bburgardt@finneycounty.org
PH:		

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - REGION COMMITTEE #3

DATE - 3/19/2014

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
BILL TROE PH: 402 513 2158	SRF	~~BTROE~~ BTROE@SRFCONSULTING.COM
PAULA M. ROWDEN PH: (620) 544-7177 x16	Admin. SCKTD - Hugoton Chairperson CTD#15	svcohlth@pld.com
Paul Lewis PH: 620/225-8160	City of Dodge City	paull@dodgecity.org
Kathy Denhardt PH: 620/682-0011	Mobility Manager Dodge City / Ford County	kathyd@dodgecity.org
Kathy Sanko PH: 620-624-3831 ext 20519	Good Samaritan- Liberal	ksanko@good-sam.com
Vanesa Avila PH: 620.227.8803	Accountant Arrowhead West, Inc.	vavila@arrowheadwest.org
Jennifer Beracker PH: 620-384-7871	Hamilton County VIPS DIRECTOR Syracuse KS	hcvip@wbsnet.org
Tyler Glidden PH: 785-628-6128	Senior Coordinator KU Medical Center (Hays AHEC)	tglidden@kumc.edu

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE - Regional Committee #3

DATE - 3/19/2013

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Mac Bennett PH: 620-397-2876	Lane County Transportation Dept. 620-397-5356	
PH:		
PH:		
PH:		
PH:		
PH:		
PH:		
PH:		

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Working Session #3

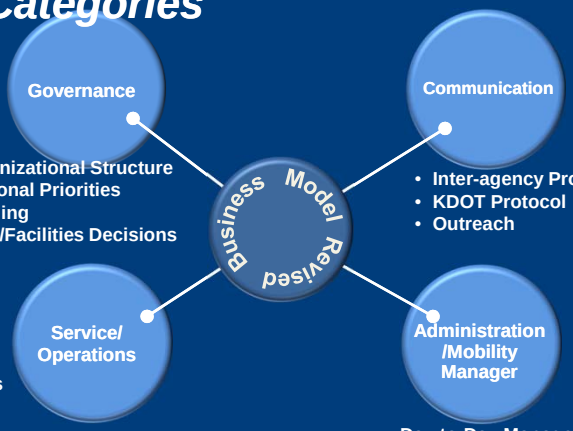
March 19, 2014

Focus of Today's Meeting

- Discuss Details of Strategies Advanced from December:
  - Goal Oriented to Address
  - Service/Operating Plan
- Identify the Most Promising/Others
- Define the Questions for Local Discussion
  - Interest?
  - Commitment to Local Share of Funding?
- Outline Next Steps

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategy Categories



- Organizational Structure
- Regional Priorities
- Funding
- Fleet/Facilities Decisions

- Inter-agency Protocols
- KDOT Protocol
- Outreach

- Reservations
- Dispatching
- Service
  - Consolidation/Expansion
  - Coordination Action
  - Car/Vanpool
- Maintenance

- Day-to-Day Management
- Reporting
- Grant Application Assistance

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Top Priority Needs

- Improve/establish intercity connections to regional centers while preserving in-town transit service
- Close gaps in geographic service coverage
- More coordination with medical providers and other destinations on trip scheduling
- Establish/continue regular communication between stakeholders

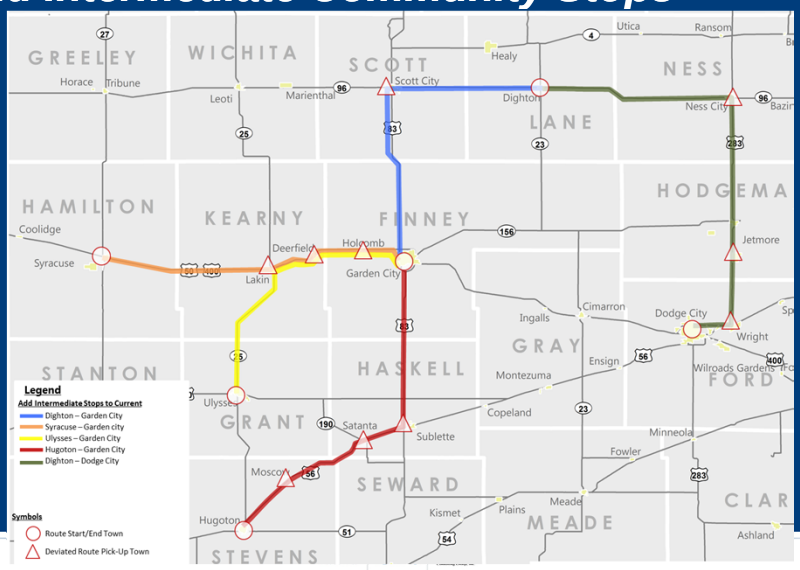
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Making Ideas a Reality

- Develop a Schedule
- Prepare Fare Structure
- Communication Plan:
  - Advertising Concept
  - Who to Call for Ride
- Determine if Need Agreements:
  - Schedule
  - Fares
  - Responsibilities

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Add Intermediate Community Stops



Schedules/Fares

- Based on "Typical" Current Trips:
  - Minimum of Every Other Week
  - Maximum of One Per Week
- Fares:
  - Based on Current
  - Accounted for Less Distance
  - Little Additional Cost – New Community Fares Offset Subsidy
  - Account for No Origin Community Trips – Cover Subsidy

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Potential Schedule for Intercity Trips

Origin Community	Destination Community	Intermediate Stops	Trips/ Month
Hugoton	Garden City	Moscow Satanta Sublette	2
Syracuse	Garden City	Lakin Deerfield Holcomb	4
Dighton	Garden City	Scott City	2
Ulysses	Garden City	Lakin Deerfield Holcomb	?
Dighton	Dodge City	Ness City Jetmore	2

Schedules/Fares

- Based on "Typical" Current Trips:
  - Minimum of Every Other Week
  - Maximum of One Per Week
- Fares:
  - Based on Current
  - Accounted for Less Distance
  - Little Additional Cost – New Community Fares Offset Subsidy
  - Account for No Origin Community Trips – Cover Subsidy

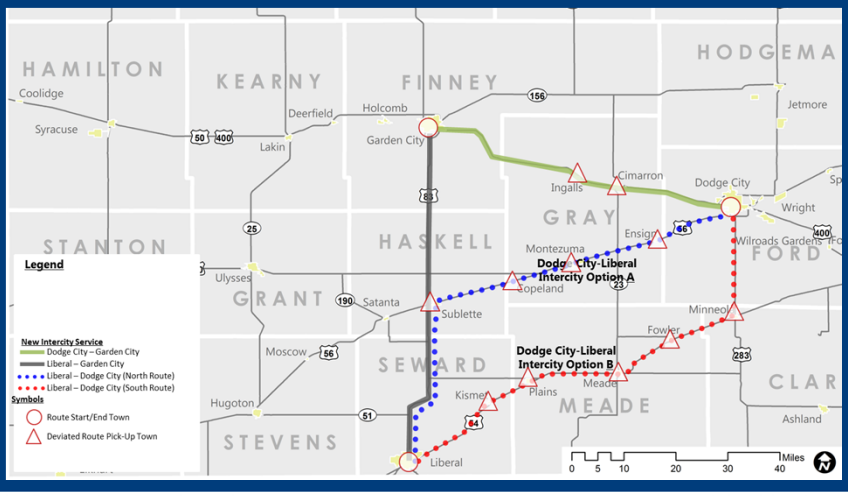
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Current Intercity Fare Structure

Passenger Origin	Transit Provider	Fare
Syracuse	Hamilton County VIPs, Inc.	$0.50 per mile
Dighton	Lane County Transportation	$2 suggested donation, roundtrip. Recognizes that fare might need to increase to implement this strategy
Scott City	Scott County VIP	Driver's rate plus mileage (might be $10 per hour for driver plus $.485 per mile)
Hugoton	Stevens County Community Health	$15 roundtrip
Liberal	Liberal Good Samaritan Center	$1 per mile.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

NEW Intercity Service



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Intercity Ridership

Corridor Name	Annual Ridership (Trips)	Monthly Ridership (Trips)
Garden City – Ingalls – Cimarron – Dodge City	3100	260
Garden City – Sublette – Liberal	1500	125
Liberal – Kismet – Plains – Minneola – Dodge City	1900	160

Ridership Model Factors/Inputs:

- Distance
- Frequency
- Demographics of Communities
- Fare
- Airport
- Regional Bus Connectivity

2010 Census Mode to Work

Mode	Percent by Mode			
	Garden City	Liberal	Dodge City	Kansas
Drove Alone	73.3%	72.3%	75.8%	81.5%
Carpool	20.5%	22.3%	19.2%	10.6%
Transit	**0.4%**	**0.2%**	**0.6%**	**0.5%**
Walked	1.7%	1.3%	1.2%	2.5%
Other	1.4%	2.1%	1.9%	0.9%
Work at Home	2.6%	1.9%	1.4%	4.0%

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

2010 Census – Commute Patterns

Destination City	Worker Origin	Jobs Requiring Commute
Garden City	Dodge City	221
	Liberal	144
Dodge City	Garden City	467
	Liberal	177
Liberal	Garden City	273
	Dodge City	187

Ridership Supports:

- Garden City – Dodge City: 2 Trips per Week
- Garden City – Liberal: 1 Trip per Week
- Dodge City – Liberal: 1 Trip per Week

Assumes:

- 12 Passenger Van
- Utilization of 2/3 of Seats (8 Seats)

Frequency – Does not Support Commuter Use (Discuss this during meeting)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

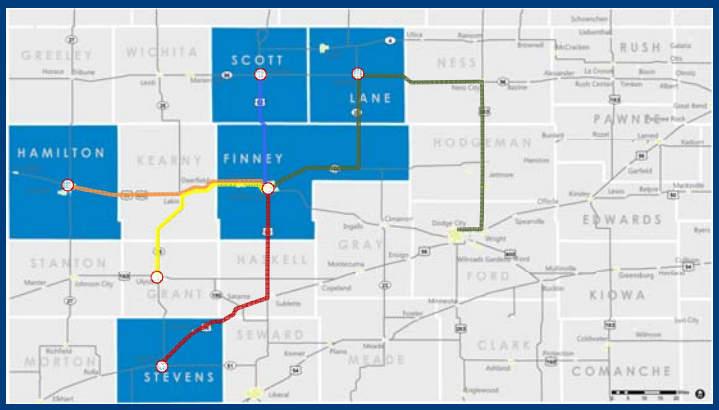
Intercity Fares (Estimates)

- Garden City – Dodge City: $15 – $20 Round Trip
- Garden City – Liberal: $18 - $22 Round Trip
- Liberal – Dodge City: $20 - $24 Round Trip

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Counties with Intercity Service

Current Conditions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Counties with Intercity Service

Add Intermediate Stops Along Existing Trips

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Counties with Intercity Service

Add Liberal-Dodge City-Garden City Triangle of Service (US 56)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

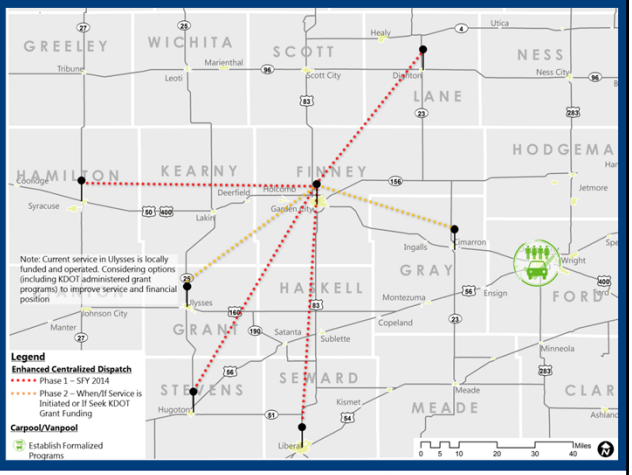
Counties with Intercity Service

Add Liberal-Dodge City-Garden City Triangle of Service (US 54)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

FIT Capacity

Question
Is it a REASONABLE assumption that FIT would be location for centralized dispatch?

FIT Numbers

Current Staffing:	200-300 More Rides/ Month
1 More Dispatcher:	Handle All but Liberal
Current Space:	Can Handle 1 More Dispatcher
Current Building:	+6,000 Monthly Trips.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Trips Per Month

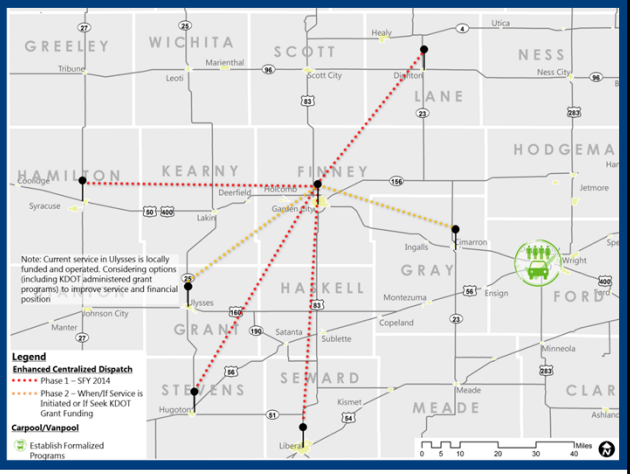
- Stevens County: 110
- Hamilton County: 200
- Lane County: 120
- Cimarron: 250 (estimate)
- Ulysses: 100 (estimate)
- Liberal: 1,500*

* - Based on Garden City and Dodge City – Today less than 100. The expectation is many more trips with improved accessibility to reservations.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralize Reservations/Dispatching

- Capacity?
  - New Personnel
  - New Facilities
- Who Do I Call?
  - Local
  - Toll Free



Strategies to Address Needs

- Modified and New Intercity Service
- Centralized Dispatch
- New Intra-city/county Service
  - New Transit Agencies
  - Existing Agencies Extend Service Area
  - Formalize/Enhance Ridershare Programs

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Formalized Rideshare – Options

- "Low-Tech" Carpool
  - Provide print and editable materials to employers to set up a rideshare board.
  - Inexpensive
- "High-Tech" Carpool
  - Hire a company to set up an Internet-based rideshare board (maybe state-wide).
- Vanpool
  - Provide a van for use by a group of people to commute to work at the same or nearby locations.
  - The passengers share a fee covering the cost of operating the vehicle.

Setting Up a Carpool

- **Step one: Pick your pool Format:**
  - **Designated Driver Carpool**: One driver with one or more passenger who pay.
  - **Alternating Carpool**: Driving and expenses are shared. You pay when you drive, when you ride it's free.
  - **Employer Carpool**: Set up with Company Vehicles. Users pay to offset fuel, maintenance and insurance costs.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Setting Up a Carpool

- **Step Two: Advertise your pool**
  Posters in:
  - Workplaces
  - Grocery stores
  - Library

Setting Up a Carpool

- **Step Three: Set the rules**
  Basic rules to set:
  - Will it always be the same vehicle and same driver? Or will that rotate?
  - Where and when will be the pick up/drop off locations?
  - How long will you wait? What about people who are chronically late
  - How do you handle cancellations due to illness or family emergencies?
  - How will costs be shared
  - Will eating, drinking or smoking be allowed?
  - What kind of music will you play?
  - Who gets the front seat?
  - What the level of cleanliness everyone expects?
  - Are any stop offs or side trips allowed?
  - Who does the scheduling?
- **Step Four: Arrange the Schedule**

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Carpool Etiquette

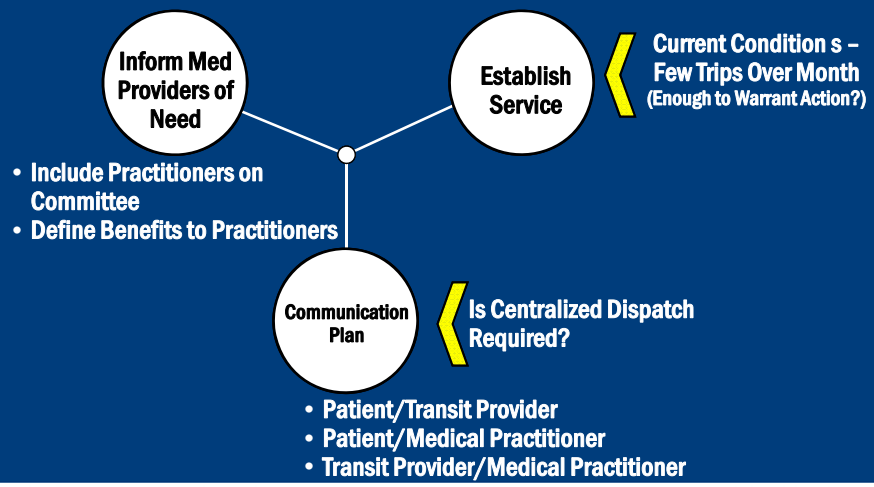
- Pay up on time. Don't be a deadbeat and make the others turn into bill collectors.
- Don't be late and make everyone else late.
- Keep your focus. Don't request lots of pit stops to run errands.
- Make sure you have a copy of everyone's contact numbers so if anything changes at the last minute you can let your other members know.
- Be properly insured for either being a passenger or having passengers in your car.
- Watch the perfume or cologne, especially in the morning.
- If you're skinny take the back seat. You can use the time back there to gloat.
- Be flexible with the radio. You can forego your favorite radio show once and awhile.

Formalized Rideshare – Benefits/Barriers

- Benefits
  - Provides a means of transportation for employees.
  - Lessens the need for onsite parking.
  - Relatively inexpensive.
  - Decreases local traffic congestion at shift changes.
  - Reduces absenteeism and late arrivals.
- Barriers
  - Commuters must originate from roughly the same place.
  - Programs require marketing to ensure adequate usage.
  - Vanpools require buying or leasing a vehicle.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Coordination with Medical Providers/ Medical Trips



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Other Ideas to Discuss?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Document Findings from Today:
  - Advanced
  - Eliminated
  - New/Advanced
- Refine Advanced Concepts:
  - Work with Individual Agencies
  - Costs/Benefits/Governance Rules
- Integrate with Other Regions
- Incremental Implementation Plan

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170

Recommendations for Coordinated Regional Transit Memo

To: KDOT Advisory Team

From: SRF Consulting Group, Inc.

Date: June 11, 2014

Subject: Recommendations for Coordinated Regional Transit in Kansas

Introduction

To best deliver efficient high quality transit service to the rural areas of Kansas, the state should create a centralized entity responsible for coordinated passenger transportation efforts in each of its regions (formerly coordinated transit districts). The centralization of some functions of transit planning naturally offers an opportunity for collaboration since it provides a setting for local transit stakeholders to discuss their transit plans. It can also eliminate the duplication of planning efforts across the region.

This memo outlines one option for creating a regional coordinated transit system. It begins by briefly describing the basic structure of the system and follows by describing the responsibilities of each entity involved. It pulls on lessons learned from the regionally coordinated transit systems used in other states as described in the memo "Coordinated Transit Case Studies."

System Overview

The proposed system of coordinated regional transit service is designed to provide each region wide leeway in how it determines to provide transit service. The system merely provides a framework for coordination and communication between the local transit providers. Major changes in the provision of service, such as service consolidation or service expansion, would occur at the discretion of each region and its member organizations. Local transit providers could continue to offer service, the Transportation Region could directly provide service, or some middle-ground system could be devised. The setup will likely differ from region to region across the state.

In general, each Transportation Region will provide a forum for local transit providers to talk about coordination of transportation and produce a coordination plan. The region will also collect funding proposals from the local providers and submit them to KDOT collectively. KDOT will allocate transit funds to each Transportation Region who will distribute the funds among its member organizations. This change in funding structure will be the largest change from current practice. The collected funding application process will give the region's local transit providers the best opportunity to understand each other's operational plans in order to discover opportunities for coordination.

Transportation Region

Organizational Structure

The regional transit entity would be comprised of two groups: a Regional Transit Board and a Technical Advisory Committee. Regional Mobility managers would also be housed with the Transportation Region.

Regional Transit Board

The Regional Transit Board would be comprised of the following members:

- Voting Members – Elected officials representing counties or municipalities contributing public funds to provide transit service as part of the KDOT program.
- Non-Voting "Affiliate" Members – Elected officials or their designees from counties that no dot offer transit service and counties with transit service that is not part of the KDOT program. Affiliate members would participate for four primary reasons:
    1. to learn about the benefits of public transportation;
    2. to learn what resources are available should they decide to begin offering service;
    3. to meet potential partners with whom they could pool resources to provide service; and
    4. to learn about the local costs associated with transit provision.

Technical Advisory Committee

Similar to the Coordinated Transit District Committee, the Technical Advisory Committee would include representatives from transportation and human service providers from across the region. Participation by technical advisory committee members

Staff

At minimum, the Transportation Region will require a limited staff to conduct its business:

- Regional Transit Manager – A manager would act as a liaison between the Transportation Region and KDOT, assemble the local budgets, facilitate meetings, enable the transfer of funds to the local providers, and handle billing issues as they arise.
- Administrator – A full- or part-time administrator would provide support to the Regional Transit Board, the Technical Advisory Committee, and the Regional Transit Manager. Support would include making meting arrangements, taking notes, producing agendas, etc.
- Mobility Manager – A mobility manager could be housed at each Transportation Region to provide outreach and technical advice for coordination in the region.

Additional staff could be necessary depending on the functions the Transportation Region provides. For instance, if all transit service in a region is consolidated under one entity and directly provided by the Transportation Region, it would need dispatchers, drivers, and all other types of staff necessary to operate a transit service.

Staff members could be housed at the offices of a member organization or at a Transportation Region office if one exists.

Responsibilities

The Transportation Region would have the following responsibilities:

- Provide a forum for transit and human service providers and elected officials to discuss opportunities for coordination of transportation services.
- Produce a coordination plan at regular intervals. This plan would be a document submitted to KDOT to fulfill the requirement of the Section 5310 program that funding applications originate from a "locally developed coordinated public transit-human services transportation plan." The plan would do the following:

  - Inventory the transportation needs and resources in the region.
  - Identify gaps between the needs and available transit service.
  - Recommend strategies to fill the gaps in service.
- Assemble a regional funding application from the locally produced grant applications of its member organizations. Applications for all transit funding through the KDOT program would collected at the regional level.
- Dispense federal and state transit funds to the local providers.
- Provide technical assistance on coordination strategies.
- Create bylaws to govern its membership structure and decision-making process.

The authority of the Transportation Region only extends to activities related to coordinated service. The level and type of service provided locally in each county/municipality will continue to be based on direct discussions between local officials and KDOT. The Transportation Region will ensure, however, that attempts at coordination are made when possible.

Local Transit Provider

Responsibilities

Local transit providers continue play a primary role the provision of transit service in each region. Local providers will have the following responsibilities under the proposed system:

- Directly provide or contract for the provision of transit service.
- Prepare an operating plan and individual agency funding request.
- Attend Regional Transit Board and Technical Advisory Committee meetings. Participation in meetings will be required to receive funds through KDOT.

Coordinated Transit Case Studies

To: KDOT Advisory Team

From: SRF Consulting Group, Inc.

Date: June 12, 2014

Subject: Coordinated Transit Case Studies

Introduction

Building an organizational structure to coordinate transit service regionally requires determining what state-level and regional entities should be involved in coordination activities, what entities might need to be created, who needs to participate in each component of the system, how different components of the system will be funded, and the roles of each entity involved.

In determining these components of a statewide regional transit system, it is helpful to understand how other states approach the issue. This memo describes how five states in the Midwest approach regional transit. Information on the transit coordination strategies in Illinois, Iowa, Minnesota, Missouri, and Wisconsin was collected through interviews and a review of available documents. Specifically, the examination looks at the roles, participants, organization structure, funding sources, and legal basis of state-level and regional-level organizations involved in coordination efforts.

A summary table of the findings can be found in the appendix.

Illinois

System Overview

Illinois coordinates rural public transportation as part of a larger initiative to coordinate human services transportation to the "transportation disadvantaged" comprised primarily of elderly, disabled, and low-income populations. The state is divided into eleven regions (see Figure 1), and each region must develop a coordinated Human Service Transportation Plan (HSTP) for its member transit agencies operating in rural areas to access funds from the 5310 program under MAP-21 as well as the 5316 and 5317 programs under SAFETEA-LU. The HSTP "identifies existing services and resources, service needs and gaps and recommends strategies to encourage the most effective use of available transportation services for the region."[1]

The HSTP and the process of creating it form the backbone of the coordinated transit system in Illinois. The plan making process fosters communication between transit providers across jurisdictions and ensures buy-in from regional transit and human service providers and government officials through robust stakeholder outreach. The resulting plan guides public transportation investment in the region by outlining resources, identifying gaps in service, and proposing cooperation strategies for filling those gaps.

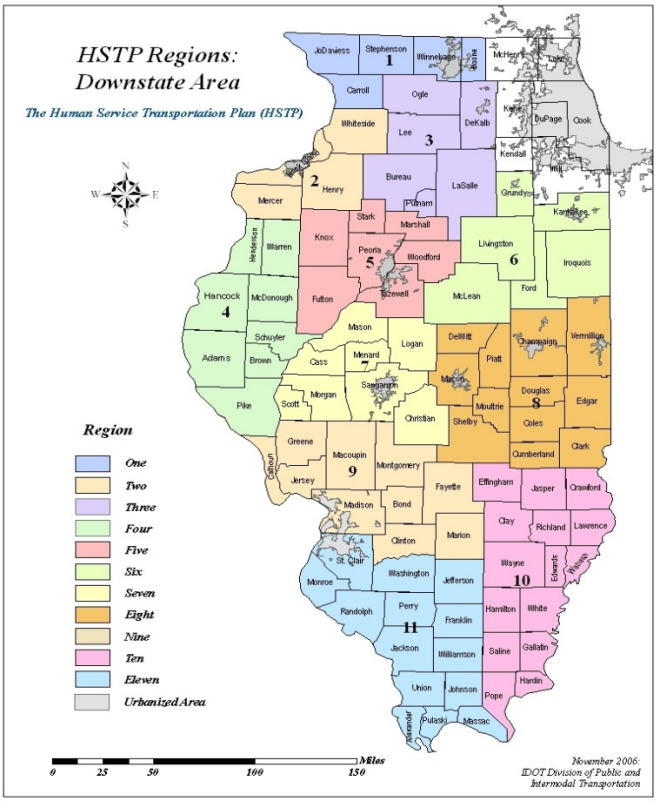
[1] Illinois DOT. *About Human Service Transportation Planning in Illinois.* Accessed from http://www.utc.uic.edu/tranpro/about/aboutHSTP.html

The inclusion of a regional transportation committee in the system does little to affect the flow of information between local transit providers and the Illinois Department of Transportation (IDOT). Providers report all operating statistics directly to IDOT. Funding requests related to 5310 funds must pass through the regional committee to meet the requirements set out in MAP-21 that programs must originate through a coordinated service plan. Funding from the 5311 program is unaffected by the regional system. IDOT transmits information on policy and strategy directly to local providers and to the members of the regional committee.

Participation in the regional coordinating committee only entails showing up to meetings. There are no associated fees.

Most coordination takes place between transit and human services providers within each county, though the counties surrounding larger cities do see some inter-county coordination.

Figure 1. Coordinated Transit Regions in Illinois



Source: Illinois Department of Transportation. Accessed from http://www.utc.uic.edu/tranpro/about/HSTPregions.html

State-Level Organization – Interagency Coordinating Committee on Transportation (ICCT)

Roles

The State Interagency Coordinating Committee on Transportation (ICCT) was created by the State of Illinois to help facilitate transit coordination efforts by providing technical and strategic assistance to transit providers. In particular, the ICCT created a three-step process for developing a regional transportation coordination plan required by the Illinois Department of Transportation – Division of Public and Intermodal Transportation for use in the creation of coordination plans. The ICCT also maintained an online clearinghouse to provide technical assistance to the state's transit providers.

In 2013, the ICCT was disbanded. However, the Rural Transit Assistance Center (RTAC), operating out of Western Illinois University, continues to make the strategies developed through the ICCT available to transit providers. Use of the ICCT primer for developing a coordinated transportation plan is still required to gain access to federal public transportation funds.

Participants

The ICCT's composition was set by the legislature and included the following 18 members.

Members dictated by statute:

- The Governor or his or her designee.
- The Secretary of Transportation or his or her designee.
- The Secretary of Human Services or his or her designee.
- The Director of Aging or his or her designee.
- The Director of Public Aid or his or her designee.
- The Director of Commerce and Economic Opportunity or his or her designee.
- The Director of Employment Security or his or her designee.

Members appointed at the discretion of the Governor:

- A representative of the Illinois Rural Transit Assistance Center.
- A person who is a member of a recognized statewide organization representing older residents of Illinois.
- A representative of centers for independent living.
- A representative of the Illinois Public Transportation Association.
- A representative of an existing transportation system that coordinates and provides transit services in a multi-county area for the Department of Transportation, Department of Human Services, Department of Commerce and Community Affairs, or Department on Aging.
- A representative of a statewide organization of rehabilitation facilities or other providers of services for persons with one or more disabilities.
- A representative of a community-based organization.
- A representative of the Department of Public Health.
- A representative of the Rural Partners.
- A representative of a statewide business association.
- A representative of the Illinois Council on Developmental Disabilities.

Organizational Structure

As noted above, seven members of the ICCT were determined by statute, and eleven members were chosen as representatives of prescribed fields by the Governor. The representative from the Office of the Governor served as committee chair, and the Secretary of Transportation (or his or her designee) and a representative of a community-based organization involved in transportation served as co-vice-chairs.

Contracting Structure

The ICCT was formed by the State of Illinois (Public Act 93-0185). Participation by those members determined by statute (or their designees) was a requirement of their jobs as public employees. Participation by members appointed by the Governor was voluntary.

State-Level Organization – State Oversight Committee (SOC)

Roles

The State Oversight Committee (SOC) was established by IDOT to evaluate the various budget proposals submitted by transit providers through their HSTP coordinators in areas with populations less than 200,000. The SOC determines which requests will receive funds through the federal 5310, 5316, and 5317 programs. The programs mandate that a statewide committee review applications and distribute funds. The SOC ultimately determines which projects will be included in the State Transportation Improvement Program (S-TIP). The SOC evaluates projects by their alignment with goals and strategies laid out in the coordination plans while ensuring that projects fall within the statewide budgets for the 5310, 5316, and 5317 programs.

In addition, the SOC reviews and approves the template used to develop a coordinated transportation plan for each region in the state.

Participants

The SOC is made up of members from ten organizations/agencies:

- Illinois Department of Transportation – Division of Public & Intermodal Transportation (IDOT-DPIT)
- Rural Transit Assistance Center
- Illinois Department of Aging
- Illinois Department of Human Services
- Illinois Department of Child and Family Services
- Illinois Department of Commerce and Economic Opportunity
- Lt. Governor's Office
- MPO representative (representing areas less than 200,000 in population)
- Illinois Association of Regional Councils
- Illinois Public Transportation Association

Organizational Structure

The representative of IDOT-DPIT serves as the board chair.

Regional Organization – Regional Transportation Committee (RTC)

Roles

Each Regional Transportation Committee (RTC) serves as a forum for regional transportation stakeholders to assemble and construct a coordinated plan of service. Regional staff members gather stakeholder input beyond the membership of the RTC, but the committee ultimately approves the plan once assembled.

Beyond helping to prepare the transportation plan, the RTCs serve as gatekeepers to federal funds provided through the state. Once transportation programs have been submitted to regional HSTP coordinators, the RTCs review them to ensure they comply with established coordinated plans before voting on whether to endorse the programs to IDOT for funding. Typically, the voting is uncontentious, and all programs are endorsed. IDOT and the SOC ultimately decide which projects to fund.

Participants

The exact composition of the RTCs varies by region, but they typically contain representatives from local transit providers, human service organizations, and government officials. Some regions include transit riders and other interested members of the general public. RTC bylaws often specifically mention the need to represent the interests of the aging, disabled, education, and workforce communities.

The number of participants in the RTC also varies by region, though there tend to be approximately two or three representatives for each county in the region. In some cases, counties are guaranteed a certain number of votes on the committee, though members are also often chosen based on expertise rather than just geography. For instance, HSTP Region Five guarantees two voting members per county, seven members for an urbanized area, and two additional members not tied to any county, with all positions open to anyone within the geographic areas. Conversely, Regions Nine, Ten, and Eleven do not list any specific number of representatives in their bylaws.

Participation in the RTC is optional, though transit agencies must participate and apply for grants through the RTC to be eligible for federal funds from the 5310 program under MAP-21. Formerly, the RTC reviewed funding for the 5316 and 5317 programs under SAFETEA-LU, as well.

Meetings must be held at least four times per year, and locations rotate between member jurisdictions. Several RTCs stipulate in their bylaws a minimum number of meeting locations over a period of time. For example, Region Ten requires that meetings be held in at least three different locations in three different counties over any three-year period.

Organizational Structure

Representatives on the RTC elect officers among themselves as stipulated in their bylaws. Officers typically include a Chair, Vice-Chair, and Secretary, though RTCs are free to create other positions as they see fit. They can also divide themselves into subcommittees including both voting and non-voting members to examine specific issues in greater detail.

The RTC is supported by a paid staff member dedicated to the HSTP: the HSTP Coordinator.

The Illinois Department of Transportation (IDOT) contracts with regional planning commissions to house regional HSTP Coordinators. While there are eleven HSTP regions in the state, there are fewer HSTP Coordinators. Hence, some coordinators cover more than one region. Sometimes, the responsibilities

related to the HSTP are split between multiple staff members at the regional planning commission, particularly at busy periods during plan development and approval.

HSTP Coordinators' primary purpose is to work with public transit providers, human services agencies, state agencies, and other regional stakeholders to create coordinated transportation plans. They help form and convene the RTC for this purpose. The process of creating the plans involves examining available regional resources, analyzing travel patterns, identifying gaps in service, and recommending strategies to fill those gaps. In addition, coordinators provide local transit providers with technical assistance in a variety of ways including the following:

- Assist organizations in completing Section 5310 applications (and formerly 5316 and 5317 applications). Coordinators collect local projects and submit them to the state for approval.
- Organize meetings of transit and human service providers to discuss coordination and help develop coordination strategies.
- Provide marketing and outreach assistance.
- Advocate for the needs of transit dependent populations to policy makers.
- Assist in organizing vehicle maintenance efforts.

HSTP Coordinators have monthly phone calls with IDOT to discuss coordination efforts. They do not typically directly communicate with the SOC, nor did they communicate directly with members of the ICCT before it was disbanded.

Funding the Organizational Operations

The RTC has no budget and requires no money from its member jurisdictions or agencies. Meeting participants are responsible for covering the costs of their own travel to gatherings. To help equitably distribute costs across member agencies and organizations, meeting locations are rotated.

The HSTP Coordinators are housed in the offices of regional planning commissions, and their work on HSTP issues is funded by IDOT and the federal 5311 program (specifically, the 20.509 Formula Grants for Rural Areas). When regional planning commission staff members besides the HSTP Coordinators work on HSTP issues, they bill their time to the same grant program.

Contracting Structure

The RTCs operate as Transit Coordinating Councils. They lack the ability to generate their own funds and do not provide service directly. Rather, they serve primarily as forums for conversation on the most efficient ways to provide public transportation in the regions.

Iowa

System Overview

Across the state there are 35 public transit systems that cover (administratively) each of the 99 counties. The 35 systems are divided into:

- 19 urban systems.
- 16 regional system that cover multiple counties. Systems range from as few as three counties to as many as 10 counties.

The focus of this summary is the regional systems as they represent situations and challenges similar to the conditions in Kansas. While documentation presents the regions as "systems", there is a broad range of what this really means. In some regions, the "regional system" is a single 5311 transit operator in a multi-county area, while in other regions the regional system is more of a board of directors that oversee contracted service by more localized providers.

The state has been divided into 16 Regional Systems which roughly correspond with the Regional Planning Affiliates (RPA) that are responsible for coordinating planning and human services programs across the state (there are 18 RPAs). As with the broad nature of the organization of the Regional Systems, across the state the RPAs are also quite diverse. In regions where population is higher, the RPA has been integrated into a Council of Government (COG), whereas in less densely populated regions, COGs have not been formed and the RPA is more stand alone.

RPAs and Regional Systems are required to work together on developing the regional passenger transportation plan, which is a shorter term (5 year) plan addressing:

- Transit service needs and gaps.
- Coordination efforts and opportunities.
- Capital and operating improvements desired in the region.
- Implementation plan for acting on desired improvements.

Recently, the guidelines for developing the passenger transportation plan (PTP) have been updated (to reflect rules in MAP-21), to require a full update every five years and amendments only as needed to reflect changes to 5310 operations. Changes to 5311 service do not trigger the need to complete an annual amendment of the PTP. What can be concluded from this situation is that regional coordination planning and oversight in Iowa is focused more on 5310 providers. This can be attributed in part to a relatively long history of service area and coordination between the 5311 providers, which results in little change.

In addition to organization of the state into the 16 regional systems, a statewide coordination advisory group with representation from a range of agencies addressing human services needs has been established. The documented purpose of this advisory group for:

- Identifying gaps in transportation needs.
- Identifying barriers to coordination.
- Developing recommendations for transportation solutions.

The actual role of this committee relative to the listed purposes/roles above vary in that the advisory committee has tended to focus more on the gaps and barriers and looks to the regions to develop recommendations.

State-Level Organization – Iowa Transportation Coordination Council (ITCC)

Roles

The ITCC is an statewide, multi-agency advisory group created in 1992 focused on bringing together transit service (through the Iowa DOT) and human services agencies that assist seniors (Department of Elder Affairs) and persons with disabilities (Department of Human Services) to address transportation needs. In 2001 the council was expanded to include:

- Department of Public Health
- Iowa Vocational Rehabilitation Services
- Iowa Workforce Development
- American Cancer Society
- United Way of Iowa
- Iowa Public Transit Association
- Metropolitan Planning Organizations
- Regional Planning Affiliates (non-metro planning agencies)
- Iowa League of Cities
- Mobility Managers
- United We Ride
- FTA

While the originally identified role of the Council was to develop transportation solutions for the state, a review of the meetings held over the last year plus time frame reflects more of an advocacy group that provides an opportunity for representatives from the various agencies whose clients rely more on transportation service to discuss their issues and opportunities. A good example of their role is reflected in on-going updates to public transit policies in the Iowa Code and the Administrative Code. Much of the suggested change in policies and language in the Codes has come from Iowa DOT Office of Public Transit staff/administration and reviewed by Council members with seemingly more minor edit suggestions being made to Iowa DOT staff.

Functionally, a key role of the Council is providing a forum where most, if not all, agencies that address the needs of clients with greater assisted transportation demand can come together on a regular basis to discuss current issues and needs. In this roundtable format, with representatives of the various agencies participating, many of the systematic coordination barriers between the agencies can be identified and ideas for resolving them vetted. In general, Iowa DOT is responsible for implementation of the actions discussed by the advisory group. A limiting factor is that the Council does not have the ability to actively modify the transit service budget across the state, nor the authority to reallocate funds. The Council's primary role is an advocate for the broad range of needs of Iowans with disabilities and/or seniors.

The Council has created five standing committees that are responsible for working with appropriate agency representatives on a broad range of transportation issues. Most of the committee work is focused on preparing outreach material to inform constituents of the changing rules for funding transportation through various human services programs and of the availability of service. These committees include:

- Services provided through volunteer-based programs.
- Non-emergency medical transportation.
- Mobility manager network reports.
- Statewide Mobility Manager report.

Biennially, the Iowa DOT is required to submit to the Iowa General Assembly and the governor a report outlining the state's progress and programs for transportation coordination. Staff from the Iowa DOT is responsible for developing the report. The council reviews the content and provides comment. If the Iowa DOT management and Council disagree on policies or elements of the report, there is not a formal

process of addressing the issues. As the Council is advisory, there is no requirement for the DOT to present the legislature and governor with the Council's views.

The Council meets bi-monthly throughout the year.

Organizational Structure

The Iowa DOT representative serves as the Iowa Transportation Coordinating Council chair and is responsible for developing meeting agendas and acts as the liaison to the Iowa DOT. The liaison position and having the Iowa DOT representative as the chair are important because the Iowa DOT serves as the council's staff. The council does not have a specific budget nor the ability to "direct" staff to complete specific tasks. Thus, there has to be a close relationship with the Iowa DOT management.

All other representatives are from a "member" organization and are appointed by the member organization.

Through the ITCC member organizations have developed a better understanding of the goals and objectives of their partner organizations and a greater appreciation of their work. The relationships and understanding generated through the organization has fostered efforts between member organizations to team together on implementing coordination projects. These projects were not funded through the ITCC, but rather the ITCC provided the platform for two or more organizations to come together to address an issue (using their own organization resources to implement).

Contracting Structure

The organization was initiated as an ad hoc advisory group and does not have a budget per se. Thus, does not get directly involved with contracting for service or funding work. There are no memoranda of understanding or agreements between the organizations and the Council.

Regional Organization – Regional Transit Systems and Regional Planning Affiliates

Regionalization of planning and service provision in the state goes beyond the transportation sector. These beyond transportation/transit efforts are pertinent to the transportation discussion because the regional planning affiliates (RPA) that form the regional economic development and planning organizations are responsible for providing key planning documents for the regional transit systems. The state is organized into 18 RPAs and 16 regional transit systems, as documented in Figure 1 and Figure 2.From a geography perspective, the primary differences between the RPAs and the regional transit systems are the boundaries for RPA 13 and 18 are combined into one regional transit system and RPA 15 and 17 are combined into one regional transit system (with two counties from RPA 17 being assigned to regional transit system 14).

The primary difference between the RPAs and regional transit systems is that the RPA is responsible for planning and service coordination in the region. The regional transit systems are the recipients of federal and state transit funding grants and are responsible for overseeing/ managing service operations. The 16 designated regional transit systems are the ONLY entities that can receive federal and state transit grant funds. Being the recipient of funds does not mean that the regional transit system is the provider of transit service. Within an individual regional transit system coverage area there may be several agencies that PROVIDE transportation service, but they receive their funding THROUGH the designated regional transit system. For example, East Central Iowa Transit is the designated regional transit system for Benton, Iowa, Johnson, Jones, Linn and Washington Counties and within this six county area there is one provider in each county. Each provider must organize their budgets, service, coordination efforts, etc. through East Central Iowa Transit and the East Central Iowa Council of

Governments (ECICOG). East Central Iowa Transit has contracts for service with each of the county-based operators.

Regionalization efforts grew out of the desire to improve cost-effectiveness and accountability of individual county-based systems, but county-based operations remains the most prevalent format in the state. While service is organized around a county-level service area that service is provided by an operator through a contract with the single transit agency or by the agency through a county-based service plan.

Roles

The RPAs across the state are responsible for planning efforts within their designated areas, including:

- Preparation of the Passenger Transportation Plan (PTP): The PTP is the 5-year plan for transit service, which is required to be updated as needed based on changes in 5310 service changes or every 5-years.
- Preparing the Planning Work Program on an annual basis.
- Preparing the regional coordination plan.

Regional transit systems are responsible for:

- Transit service planning and implementation, which may include contracted service.
- Transit capital planning and implementation.
- Transit service operations (directly or through contracted service).
- Preparation of the region's consolidated funding application. A single application for the region covers all of the operators in the region.

Individual operators are responsible for preparing their operating plans and capital plans and coordinating those plans with the regional transit system (the recipient of federal funds).

Participants

See the initial description of the Iowa concept for a list of Iowa Transportation Coordination Council.

Organizational Structure

Public transit systems across the state operate as either a public agency or as a private non-profit agency. Of the 16 systems, 13 are integrated into either a public agency such as a regional council of governments (COG) or a metropolitan planning organization (MPO) and the remaining three operate as private non-profit agencies. Of the three private non-profit organizations, two are described as free-standing (they are organized around providing only transit service) and the third is integrated into a broader service based social agency. Three of the public agencies operate as standalone entities focused on providing only transportation services. The other 10 are integrated into more broadly based planning organizations.

If a county elects to withdraw from participating in a region's public transit program, it may designate another region as its single administrative agency if all three of the following conditions are met:

1. The new region's area adjoins the county
2. A majority of the counties participating in the public transit program of the adjoining region agree to accept the county as a participant in their program

3. The Iowa DOT concurs in a county's designation of a single administrative agency that has already been duly designated by a contiguous region

If an agency designated as the regional transit system no longer wishes to serve this function, or if the counties involved feel the agency is not performing its role adequately, the counties may choose to designate a new transit agency.

Each RPA is controlled by a Policy Committee made up primarily of elected officials from the local units of government. Each RPA also has a Technical Committee typically made up of local planners, zoning administrators, public works directors, transit managers, airport operators, county engineers, etc., who advise the Policy Committee on transportation planning issues. Iowa has encouraged transit operators to be represented on all MPO and RPA committees,

Funding the Organizational Operations

Funding for the RPAs (who conduct planning efforts) is provided through (or at least traditionally) allocations from 5305d and 5311 funds. The last funding period, the DOT allocated $125,000 statewide from the 5305d grant program and $350,000 from 5311 program. These funds are pooled and distributed based on the following formula:

- 50% of the funding is distributed equally amongst the RPAs.
- 25% based on the population in each relative to the total.
- 25% based on the number of counties in the RPA.

The 5305e and 5311 funds allocated to each region are then matched with State Planning and Research program funds, which provides each RPA with about $53,000 in annual funding. Most RPAs (13 or 18) also convert a portion of their Surface Transportation Program (STP) funds to planning funds and allocate them to the RPA. In 2013 the average re-assignment was approximately $31,000 per RPA.

Operating funding allocated to regional transit systems sums to approximately 75 percent of the state's 5311 allocation. Individual system/service allocations are based on the relative ridership of the system compared to the cumulative for all regional systems.

A minimum of 15% of each year's non-urbanized formula funds allocated to Iowa under the 5311 program is required to be set aside to support intercity bus transportation. Private-for-profit companies, private non-profit corporations, or public entities may apply for this funding. Connections to Amtrak or passenger air service terminals are desirable. Service strictly for commuter purposes is not eligible. Projects may include operating assistance, capital assistance, planning, or administrative costs such as marketing and insurance.

Contracting Structure

RPAs throughout the state are set up through Iowa Code Chapter 28E intergovernmental agreements. Chapter 28E now "provides authority for the state and local governments to enter into agreements with one or more public or private agencies for joint or cooperative actions pursuant to" its provisions. Iowa Code, section 28E.1. This includes authority to allocate tax funds for implementing such plans or purposes. The authority to make agreements with private agencies is based on section 28E.4 of the Iowa Code. Note, however, that municipalities may not contract or otherwise delegate the selection, appointment, and retention of police departments to private concerns. They may enter into agreements with other governmental entities for joint exercise of such authority in accordance with Chapter 28E.

Regional transit systems are encouraged to use the model Purchase of Service Contract, Sale of Service Contract, and User Agreement. In Iowa, state law requires any agency or organization using public funds for passenger transportation services to coordinate with the local public transit system. Each contract must be fair to both parties, and must comply with the requirements of the funding programs.

The Iowa DOT has developed a series of service contracts to cover the following conditions:

- When the transit system agrees to provide specific transportation services for another party in return for some type of compensation.
- When the transit system agrees to compensate another party to provide public transit services needed by the transit system.

Either type of contract may also involve a Vehicle User Agreement. The vehicle user agreement allows the party actually providing the transit service to use a vehicle belonging to the other party in order to provide the contracted service. The party providing the transit service may be a transit system or another provider.

Transit systems may not provide vehicles purchased with federal funds for use by another party except as part of an Iowa DOT approved transit Purchase of Service contract. Vehicles may be provided to another public transit system to assist that transit system in meeting short-term fleet requirements as long as the arrangement is pre-approved by OPT.

Transit systems may lease vehicles from their subproviders as part of a purchase of service contract/agreement. They may also lease equipment from other parties through normal procurement procedures without a related transit service contract. Such leases will require advanced OPT approval.

Minnesota

System Overview

Minnesota has a statutory goal of providing transit services in all counties of the state. At the end of 2013 there was at least some amount of transit service operating in 86 of the state's 87 counties with 59 transit providers operating services across the 80 outstate counties. The Minnesota Department of Transportation (MnDOT) Office of Transit is charged with management and oversight of the state and federal funding programs that support these outstate local transit services. MnDOT uses its centralized staff to oversee the operating assistance programs while decentralized staff members play a stronger role in capital funding programs.

Minnesota's coordination strategy is relatively ad hoc. A state-level organization, the Minnesota Council on Transportation Access (MCOTA), provides technical advice to MnDOT and local transit operators. A system of regional Area Transportation Partnerships help manage and distribute state and federal transportation funds, but do not participate directly in coordination efforts. Cross-jurisdictional coordination occurs through regional transit systems developed by motivated local transit providers at the encouragement of MnDOT and MCOTA.

State-Level Organization – Minnesota Council on Transportation Access (MCOTA)

Roles

MCOTA was formed by an act of the Minnesota State Legislature in 2010 (MN Statute 2010 174.285). The council is charged to "study, evaluate, oversee, and make recommendations to improve the coordination, availability, accessibility, efficiency, cost-effectiveness, and safety of transportation services" for the transit dependent. MCOTA primarily acts as an advisory council, developing strategies and analyzing data for local providers to use in their coordination efforts.

Each year, the council is mandated to create an annual report describing the condition of coordination in the state, recommendations for improving coordination efforts, and the council's recent accomplishments. The council also regularly puts out reports exploring specific coordination issues in greater detail.

Participants

By statute, MCOTA consists of representatives from 13 separate agencies and organizations:

- Office of the Governor
- Minnesota State Council on Disability
- Minnesota Public Transit Association
- Minnesota Department of Transportation
- Minnesota Department of Human Services
- Minnesota Department of Health
- Metropolitan Council
- Minnesota Department of Education
- Minnesota Department of Veterans Affairs
- Minnesota Board on Aging
- Minnesota Department of Employment and Economic Development
- Minnesota Department of Commerce
- Minnesota Management and Budget

Organizational Structure

MCOTA is governed by a 13-member board with chair and vice chair positions. The chair serves as a liaison to the state legislative transportation committees.

Funding

MCOTA receives a legislative appropriation of $100,000 annually to cover administrative expenses and/or hiring consultants to assist in work. The appropriation is transferred through MnDOT's budget.

Regional Organization – Area Transportation Partnership (ATP)

Roles

Bus replacements are a regular request item and are submitted by the local transit providers to one of eight statewide Area Transportation Partnerships (ATPs). These ATPs are comprised of state agency, county and city stakeholders who review and prioritize federal program capital funding requests for all modal transportation programs ranging from highways to trails to transit. The ATP uses generalized statewide policy guidance and funding targets to rank projects to create an Area Transportation

Improvement Program. Requests from all eight ATPs are then rolled up and reviewed on a statewide basis where final funding allocation decisions are made for individual projects.

Requests for operating assistance are submitted annually to the MnDOT central office. Funding is prioritized to first preserve the existing level of service for well-performing services and then for consideration of service expansions.

Participants

Each ATP includes representatives from MnDOT, Metropolitan Planning Organizations, Regional Development Commissions, counties, cities, tribal governments, special interests, and the public.

Regional Organization – Regional Transit System

Roles

Following the completion of the 2011 Greater Minnesota Transit Investment Plan, MnDOT developed a new approach to deal with service expansions called the Transit for our Future Initiative (TFF). The TFF sets aside a portion of the annual state and federal operating assistance funds to support initiatives that incorporate strategies to coordinate or consolidate services of two or more existing providers. The program began as a means to preserve and consolidate transit service in rural Minnesota during a time of shrinking budgets.

The program has had several early successes with services working together, and MnDOT continues to promote these initiatives aggressively as they see significant potential for benefits.

Missouri

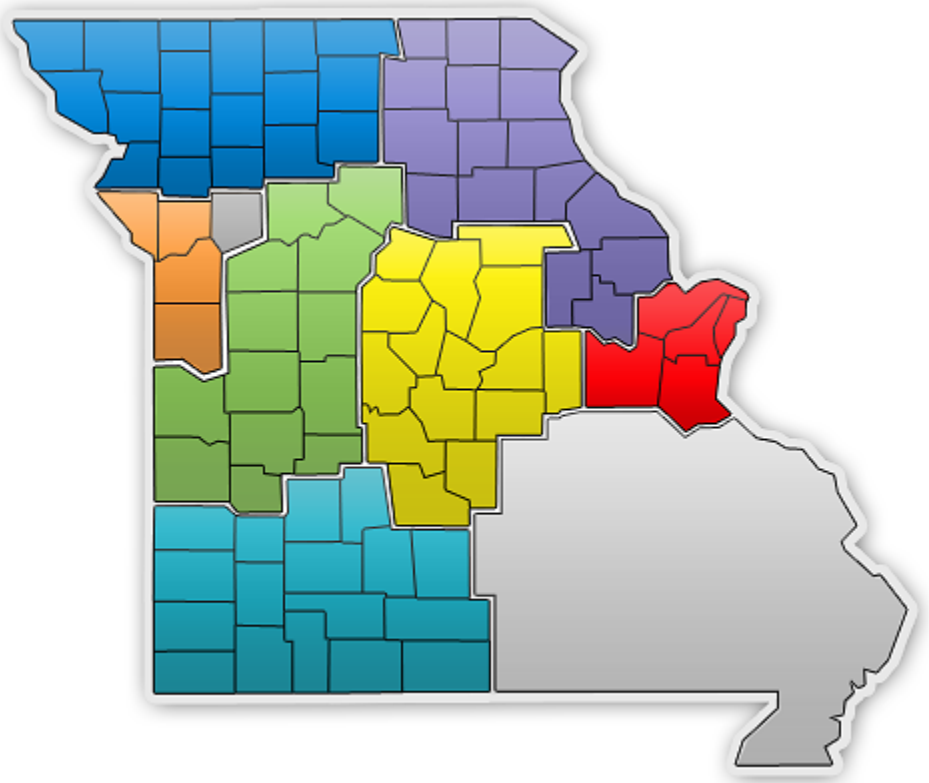
System Overview

OATS, Inc. is a private nonprofit organization that provides public transportation for 87 of Missouri's 114 counties. It was founded in 1971 to serve the transportation needs of the state's Area Agencies on Aging and has provided transportation open to the general public using FTA funding since 1980. Prior to the establishment of OATS, there were no transit options available in most of Missouri. To cover such a large area (50, 616 square miles), OATS divided itself into eight regions ranging from four to 17 counties in size. Figure 1 displays the service regions of OATS.

The OATS regional offices report their operating statistics to the state office, and the state office applies for funding for all regions as one entity from the Missouri Department of Transportation (MoDOT). The state office sets the policies that shape service provision at the regional and local levels.

To receive service from OATS, local jurisdictions or organizations must negotiate and contract the nonprofit for service.

Figure 2. OATS Transit Service Regions in Missouri



Source: OATS Transportation. Access from http://www.oatstransit.org/#!bus-schedules/c1qx4

State-Level Organization

Roles

The OATS central office is responsible for procuring and managing state and federal funds, reporting, regulatory compliance, forming policy, providing operational guidance, human resources, payroll, and maintenance.

OATS's central office prepares the budgets for all of its regions. It uses local matching funds to collect state and federal grants for the entire organization. Most of its local match dollars come from contracts for service from governments and private organizations. Due to the diversity in demand from its contract partners, OATS bills its services in a variety of ways. It usually charges by the hour, mile, or trip, and organizations can prepay for service or be billed after the fact. If OATS expects any significant rate increases from year to year, it approaches its partners to discuss whether they can pay an additional amount or if service needs to be cut.

Organizational Structure

OATS is governed by a twelve-member board of directors. The board is composed of volunteer workers and passengers from its 87-county service area and is charged with approving the budget and major policy changes. The administrative staff is composed of an Executive Director, Administrative Services Director, and Finance Director. The board and the administrative staff oversee operations in the entire service area from the central office in Columbia, MO.

Regional Organization

Roles

The regional offices are responsible for directly providing transit service to local counties, municipalities, and service organizations that contract for service. The regional offices help shape the service they provide by passing their local knowledge up the chain of command.

Organizational Structure

The OATS service area is divided into seven regions. (When the organization began service, its primary contracts were with the Area Agencies on Aging throughout the state. The OATS regions correspond to the Area Agencies on Aging regions.) Each region is overseen by a director, who manages its operations, and a collection of county volunteer committees. Members of the county committees volunteer to help run the transit system, sometimes taking reservations for rides on their personal phones. Regional staff members are in contact with the central office every day, primarily regarding fleet maintenance issues.

OATS does not contract out for any service. It directly employs all its drivers and works with employees and volunteers for all other services. The organization currently uses many volunteers to help with ride scheduling, dispatching, and some other administrative functions. Occasionally, the volunteers in a location begin to view the transit system as their private transportation service and inadvertently (or even purposefully) exclude some people from service. To combat this problem, the OATS leadership reminds local volunteers of the prohibitions against denying people service tied to state and federal funding. Occasionally, the central office has had to fire some volunteers.

Additionally, as the service continues to grow, the ability of volunteers to handle functions is diminishing. OATS is looking to replace some volunteer positions with technologies such as mobile data centers and improved dispatching.

Funding the Organizational Operations

OATS distributes state and federal funding for operating expenses to the regions in its system based on the local money each provides. By region, at least, the amount paid into the system corresponds with the level of service received. However, each region is comprised of multiple counties, and those counties receive a level of service relative to one another that corresponds with the demand for service rather than money contributed. Funding for capital expenses is distributed among the counties based on the dollars each provides.

Wisconsin

System Overview

The State of Wisconsin has many examples of governance structures that oversee the development and coordination of rural transit. The type and level of transit in any given location is a locally driven decision. As such, there is a relatively low level of consistency in these structures across the state. However, the Wisconsin Department of Transportation (WisDOT) partners with many local agencies by providing funding and technical assistance. There are currently 81 public transit and intercity bus providers in the State of Wisconsin that operate in 63 of 72 counties. Programs that specifically provide transportation services to the elderly and people with disabilities operate in all 72 counties.

WisDOT is also charged with making sure that grantees of state and federal funding make sound decisions and investments. In this respect they oversee program compliance and measure performance.

This document outlines the structure of transit programs, the history and structure of mobility management and transit coordination, and the statutory language associated with multi-county transit commissions.

State-Level Organization – Inter-Agency Council on Transportation Coordination (ICTC)

Roles

Wisconsin faces increased transit need in rural areas due to an aging population, the promotion of mobility and independence for people with disabilities through various support programs, and increasing energy costs. The demand for public transportation options is on the rise. One strategy for addressing these needs is transportation coordination, a process through which transportation providers and stakeholders work together to increase cost-effectiveness, capacity, quality, and accessibility of services.

ICTC was charged with four tasks:

- Create a state level coordination council
- Conduct a statewide transportation assessment
- Develop an action plan for human service transportation coordination
- Conduct an ongoing inventory of transportation systems

These tasks were completed, and the ICTC has also performed the following actions:

- Convened a Stakeholder Advisory Committee to involve a representative cross section of transportation consumers and providers;
- Organized and presented a 2007 conference on the future of coordination;
- Fostered joint administration of funding programs between the Departments of Transportation and Workforce Development; (a combination of state funding from the Department of Workforce Development and FTA Section 5316 Job-Access Reverse Commute funding).
- Promoted a Commissioner of Insurance survey on auto insurance for volunteer drivers; and
- Contracted with a national consultant to develop a statewide Wisconsin Model of Coordination.

With the change in gubernatorial administration in 2010, the ICTC became inactive. However, state agency collaboration at the staff level exists, the overall purpose of which is to meet more needs by using existing resources efficiently.

ICTC Coordination Model

The Wisconsin Model of Coordination is the product of research into available transportation resources in the state, best practices in peer states across the nation, and the unique characteristics and needs of communities throughout Wisconsin. Rather than being a complex, prescriptive model of how services must be delivered, it is a set of four strategies designed to move coordination forward, at both the state and local levels. They include:

1. *Strengthen ICTC as the Lead Entity for Statewide Coordination Efforts* – As the existing state body charged with transportation coordination, ICTC is best positioned to lead future efforts.

Making ICTC a more permanent body with stable support will maintain its existing momentum and guide efforts on a statewide level.

2. *Encourage County and/or Regional Coordination Councils* – Data from other states show the greatest coordination success arises from active, engaged, representative local coordination councils. ICTC can encourage them through clear expectations, technical assistance, and building on past efforts.
3. *Require County and/or Regional Coordination Councils* – In other states, participation on a local coordination council is required for entities applying for state and federal transportation funding. Making this a requirement in Wisconsin will ensure better, more consistent service coordination across the state.
4. *Encourage Regionalization through Incentives and Rewards* – Often, the greatest transportation need exists for travel between communities or counties. Providing incentives for regional efforts will foster the growth of regional services based on resident needs rather than political boundaries.

As it stands today, the second strategy is the only one that has been carried forward to implementation. Coordination planning is typically led in Wisconsin at the county level, though regional and multi-county coordination plans do exist in some locations. Councils are established to carry out these efforts. Each county coordinated plan is developed through a public process and each plan meets the federal requirements. The required elements of a coordinated public transit-human services transportation plan include:

- An assessment of available services that identifies current transportation providers (public, private, and non-profit);
- An assessment of the transportation needs for individuals with disabilities and older adults. This assessment can be based on the experiences and perceptions of the planning partners or on more sophisticated data collection efforts, as well as gaps in service;
- Strategies, activities, and/or projects to address the identified gaps between current services and needs, as well as opportunities to improve efficiency in service delivery; and
- Priorities for implementation based on resources (from multiple program sources), time, and feasibility for implementing specific strategies and/or activities identified.

Links to coordination plans can be found at the following website: http://www.dot.state.wi.us/localgov/coordination/plans.htm

Participants

The ICTC is composed of staff from the Departments of Transportation, Health (and Family) Services, Workforce Development, and Veterans Affairs, and the Office of the Commissioner of Insurance. Funding to support the administration of the ICTC was mostly provided by the state agencies; however some funding from the FTA Section 5317 program was used to fund meetings and training sessions.

Organizational Structure

Representatives of state agencies lead the ICTC, and they are advised by a volunteer board comprised of human service provider representatives.

Contracting Structure

The ICTC was formed by a directive of the governor in 2005. Participation by those members determined by statute (or their designees) is a requirement of their jobs as public employees. Participation by human service providers is voluntary.

State-Level Organization – Wisconsin Association of Mobility Managers (WAMM)

Roles

Wisconsin has a robust network of mobility managers. WisDOT had an important role in establishing this network when, under SAFETEA-LU, the agency directed investments in the FTA Section 5317 (New Freedom) program to support mobility managers. Today, mobility management projects are still funded under federal public and specialized transit programs. This section provides some historical context for transit coordination in the State of Wisconsin.

In 2008 WisDOT established a training program to support the placement of trained mobility managers on a statewide basis. This investment in training was made through the FTA Section 5317 Program and RTAP, in cooperation with staff assistance from regional United We Ride ambassadors. The mobility management training program included a curriculum taught in four conferences over three years. Participants who completed two of the sequential courses then took an examination and those that passed received a professional credential.

In 2010 a statewide association of mobility managers was formed as a 501(c)6 organization. The Wisconsin Association of Mobility Managers (WAMM) has since taken on oversight of the training and certification program. Staff positions are still funded using FTA program dollars. Mobility Managers in Wisconsin operate shared-ride taxi services, intercity buses, local transit and paratransit services, teach people how to use transit, coordinate trips between agencies, manage volunteer driver programs, educate communities about transportation options, organize van pools and car pools, run one call centers that act as transportation information clearinghouses and much more. The state association serves as a professional network for technical assistance, training, implementation of transit projects, and advocacy. There are currently 63 mobility managers in Wisconsin, 21 of which have received professional certification.

WisDOT partners with mobility managers by overseeing grant compliance, as most mobility managers are federally funded positions.

Regional Organization – Joint Municipal Transit Commission

Roles

The most common governance structure that fosters regional transit coordination in Wisconsin is the Joint Municipal Transit Commission. Subject to Wis. Stat 59.58(2), a county transit commission can be established to provide for the local transportation of persons and freight.

Participants

Joint Municipal Transit Commissions can be comprised of cities, counties, towns, villages, and Native American Tribes. WisDOT has provided technical assistance in the past to communities that wish to form transit commissions.

Examples of joint municipal transit commissions include:

- Dunn County Transit
  http://www.dunncountywi.govoffice2.com/index.asp?Type=B_BASIC&SEC={7AEF521A-39CB-4BFD-B1B4-889E4F407557}

- Bay Area Rural Transit
  http://www.bartbus.com/

Organizational Structure

According to statute, transit commissions comprised of at least seven members appointed by the county board or county executive. One board member is designated chairperson. The commission members serve for staggered three-year terms. The commission can appoint a secretary or hire staff at its discretion.

Contracting Structure

Transit commissions can either directly provide or contract out for transit service.

Regional Organization – Ad Hoc Local Sponsor of Regional Transit Service

In addition to the formal development of transit commissions, local governments and non-profit agencies collaborate in the deployment of regional transit though contracted service. For example, a neighboring community would contribute to the local share of transit operating assistance in exchange for purchased transportation. This expands the service area of demand response transit systems and can aid in the establishment of regional routes. This type of transit expansion or consolidation would be evaluated by WisDOT during the annual public transit grant application cycle.

New transit service with a new local sponsor in an unserved area needs to notify WisDOT at least two years prior to the biennium in which the service project would be funded, and the grantee would enter the 5311 program. The new grantee would be subject to coordination planning requirements in that the new service would need to be consistent with regional or county strategies. WisDOT strongly discourages duplicative service, but cannot outright ban it if the project is eligible for funding.

Vehicle Capacity Assumptions Memo

SRF Consulting Group, Inc. | Engineers Planners Designers

Memorandum

SRF No. 8105

To: KDOT Advisory Team
SRF Consulting Group

From: Stephen Osberg, Transportation Planner

Date: July 10, 2014

Subject: KDOT Regional Transit Business Model – Capacity Assumptions

Purpose

To estimate the capital and operating costs for the transit coordination strategy establishing new intercity service between Garden City, Dodge City, and Liberal, the number of vehicle trips and vehicle capacity required to meet the demand for service must be determined.

This memo lays out the primary assumptions underlying the analysis used to estimate number of vehicle trips and vehicle capacity needed.

Assumptions

Splitting Passenger Destinations between Cities

The travel demand model used in the analysis outputs an estimate of the total number of annual one-way transit trips between two cities. For each pair of cities, the number of annual one-way trips was divided by two to convert it to annual two-way trips.

Because vehicle capacity requirements are based on the number of passengers heading in one direction at the same time, passenger destinations had to be split between the two cities. Trips were split based on population. For example, Dodge City has 51 percent of the combined population of Dodge City and Garden City, so Dodge City was assigned 51 percent of the passenger trips between that pair of cities.

Using Passenger Trips to Estimate Vehicle Trips

Annual passenger trips between each pair of cities were converted to annual vehicle trips by dividing the number of passengers heading to the city with the greater population by vehicle capacity. Multiple vehicle capacities were used in the estimate to provide a range of trip scheduling options. The resultant number of vehicle trips would be the minimum to transport all the passengers with vehicles at 100 percent capacity. However, since demand fluctuates, the minimum required number of vehicle trips was divided by two-thirds to account for vehicles operating at two-thirds capacity.

Travel Patterns Impacts on Vehicle Capacity Requirements

The new intercity service strategy involves vehicles traveling through Garden City, Dodge City, and Liberal multiple times throughout the day. Vehicles would either travel back and forth several times between each pair of cities (requiring three vehicles), or they would loop in opposite directions around all three cities (requiring two vehicles). In either case, passengers would be presented with multiple opportunities to travel to or from each city. Passenger trips could be split between multiple vehicle trips, reducing the capacity needed on each vehicle. To provide room for fluctuation and clustering of passenger trips, it was assumed that when offered a choice, two-thirds of passengers would take one time option, and one-third would take the other time option.

Consequently, the number of annual vehicle trips required was multiplied by two-thirds to estimate the number of days the service would need to provide since each day of service included multiple vehicle trips between cities.

Centralized Dispatching Memo

To: KDOT Advisory Team

From: SRF Consulting Group, Inc.

Date: July 30, 2014

Subject: KDOT Regional Transit Business Model – Centralized Dispatch in the Southwest Region

Introduction

As described in the memo "KDOT Regional Transit Business Model – Southwest Region Strategies" (distributed in conjunction with this memo), KDOT and the consultant team have worked with committees from each of the nine regions to define, evaluate and narrow the range of potential strategies to enhance transit service levels through coordination throughout the state. This memo provides an estimate of local costs and a potential cost allocation structure to support the strategy of centralized dispatch.

In addition to providing this information to local jurisdictions, the consultant team seeks to gather input of local committee members regarding the level of local support for the strategy. Additional detail on the cost allocation can be found in the "Southwest Region Cost Allocation Table."

Centralized Dispatching

A component of coordinating transit service between providers is centralization of establishing and dispatching rides. This strategy is being evaluated in each of the regions of Kansas. For the Southwest Region, rough costs for providing dispatching services for each of the current providers and Cimarron (as there has been much discussion of initiating service in the community) were estimated using information collected from Finney County Transit regarding their costs. Relative to all of the existing transit agencies in the region, Finney County Transit provides the greatest capacity to expand this element of service without requiring a substantial capital investment into items such as facilities and software as well as personnel. Thus, it was assumed in this analysis that Finney County Transit would serve as the central dispatcher for other transit providers in the region.

In conversations with staff from Finney County Transit, they have the capacity to take on dispatching from most of the existing agencies, without making substantial changes/additions in staffing. Thus, their current cost structure could be used in estimating the cost for dispatching.

Table 1 displays estimates of monthly trips and the annual local subsidy required to contract for dispatching for each participating jurisdiction.

Table 1. Dispatched Trips and Subsidy Estimates Associated with Centralized Dispatch

Participating Jurisdiction	Estimated Monthly Trips	Annual Local Subsidy
Cimarron	250	$2,700
Hamilton County	100	$1,080
Lane County	150	$1,620
Liberal[i]	1,500	$16,200
Stevens County	100	$1,080

Note: Subsidy estimates are based on a rate of $4.50 per trip as calculated by FIT. Local subsidy amount assumes KDOT grants would cover approximately 80 percent of the total dispatching costs and 100 percent of any capital costs related to centralizing dispatch.

Action Requested

As part of your preparation for the September committee meeting, we would like you to consider the cost information in this memo and provide input as to whether there is local support from your area for the concept of centralized dispatch. This memo focuses on the estimated cost of service and we understand there are other factors that may influence the decision (for example: giving up control of the element of providing service). Please consider other factors also in your input.

[i] Liberal estimated trips are based on per capita trips observed in Garden City and Dodge City, which are similar in population. Current demand-response trips are approximately 100 per month, which reflects a rate considerably lower than similar and other surrounding communities. The Garden City and Dodge City trip rate was used to establish a conservative cost estimate.

Vehicle Capacity Memo and Cost Allocation Table

SRF Consulting Group, Inc. | Engineers Planners Designers

Memorandum

SRF No. 8105

To: KDOT Advisory Team

From: SRF Consulting Group Team

Date: August 1, 2014

Subject: KDOT Regional Transit Business Model: Strategy Development, Vehicle Capacity Requirements, and Cost Estimation for New Intercity Service between Garden City, Dodge City, and Liberal

Purpose

As the Southwest Region moves forward in its exploration of regional transit coordination strategies, regional committee members, local jurisdictions, and the Kansas Department of Transportation (KDOT) will need to understand the potential costs associated with each strategy and how those costs could be distributed across the region.

This memo lays out the methodology underlying the analysis used to estimate number of vehicle trips and vehicle capacity needed and to allocate costs between participating organizations for new intercity service between the regional centers of Dodge City, Garden City, and Liberal.

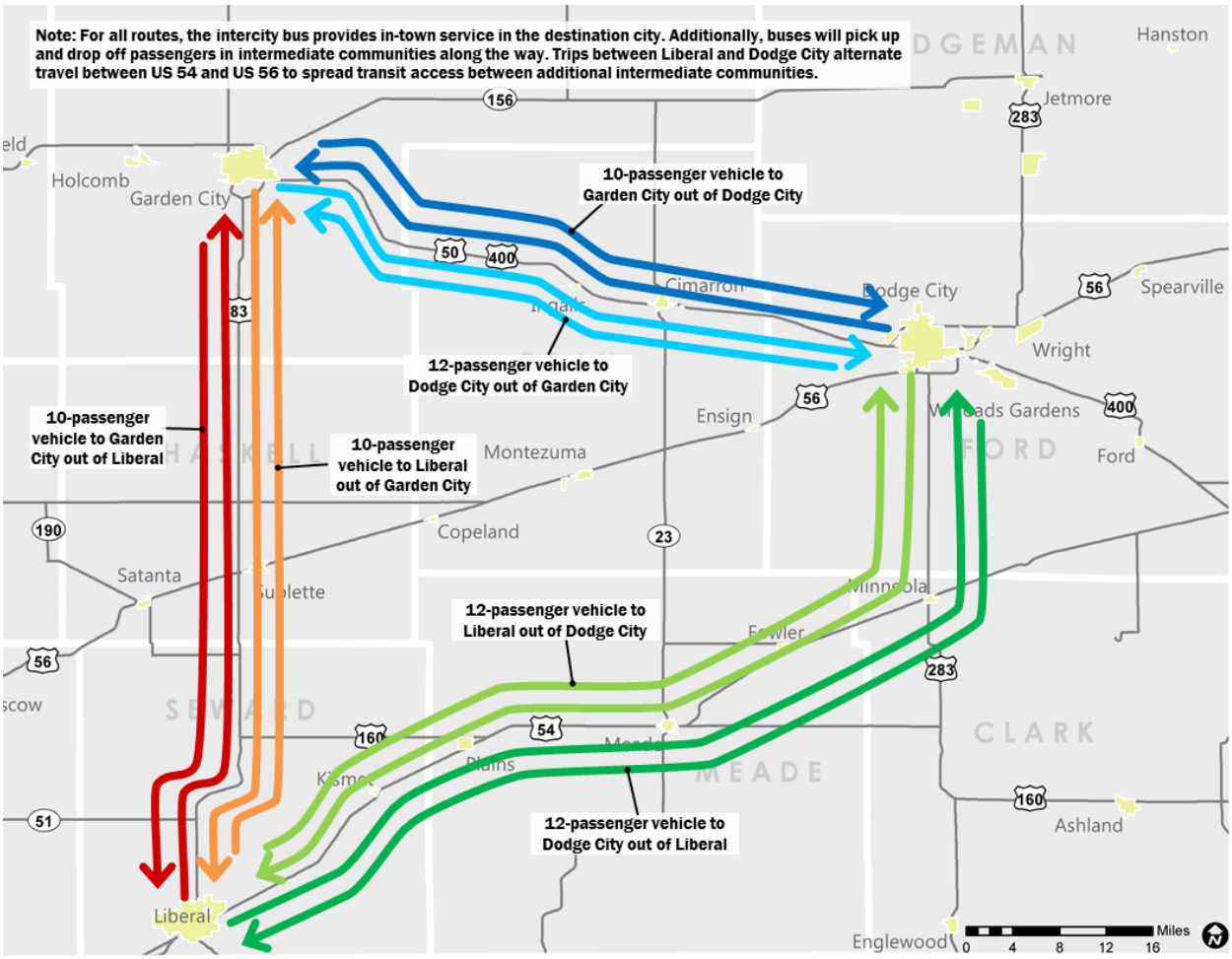
Strategy: New Intercity Service

There are two options for establishing intercity service between Dodge City, Garden City, and Liberal, along with the communities located between them. The first option is to operate vehicles in a linear fashion. Vehicles operating out of each city would carry local passengers to one of the other two cities, picking up additional passengers at intermediate stops along the way, and provide in-town service in the destination city before making the return trip. **Figure 1** illustrates the concept. Routes between the three regional centers can be established all at once or in phases, depending on observed demand and the availability of local funding. Service out of each city could be fine-tuned independently based on local demand.

The second option is to provide service through two vehicles making circuits between the cities in opposite directions. **Figure 2** illustrates the concept. As each vehicle passes through a city, it picks up passengers traveling in the same direction and drops off passengers that have reached their destination. It then continues on to the next city. Passengers use local transit to travel within their destination cities. They board the vehicle traveling in the opposite direction as the one they used on the first leg of their journey (i.e., the one traveling toward their homes) for their return trips. Each vehicle completes two circuits per day of service; the first provides the outbound portion, and the second provides the return trip. Vehicles could originate in the same city or separate cities.

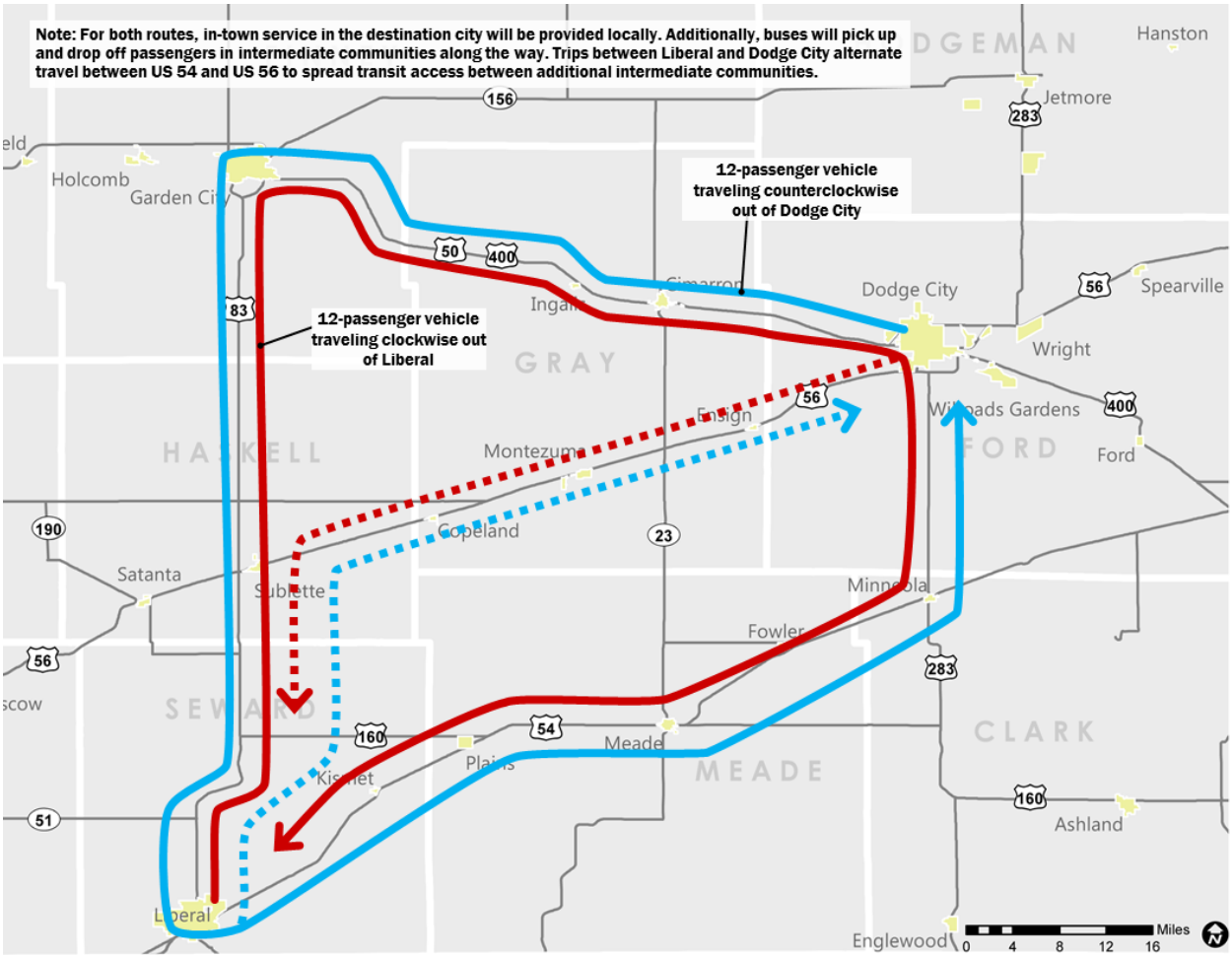
Tables 1 and 2 present additional information on the schedules of service, suggested vehicle size, fares, and estimates of local subsidy requirements.[1] Vehicle size was determined by balancing providers' preferences for smaller vehicles with the estimated demand for service and the cost of making additional vehicle trips.

Figure 1. Linear Intercity Service Concept



[1] Additional detail on the costs and vehicle requirements for each strategy can be found in the "Southwest Region Cost Allocation Table."

Figure 2. Circuit Intercity Service Concept



Two options are presented for supplying the local subsidy. The first relies on the three regional centers to provide the entire subsidy. The rationale for this option is that since they are substantially larger than the intermediate stop communities, they have a greater demand for outbound service and receive the benefits of local spending from inbound service. The second option is to split the local subsidy between all communities receiving service based on estimated demand.

Additionally, service could be provided through a combination of circuit and linear methods to meet the varying levels of demand throughout the region. For example, service via circuits could be offered two days per week between all three destination cities, and linear service could be offered between Garden City and Dodge City (the pair with the highest estimated demand) an additional day of the week.

Table 1. Fares and Local Subsidies for New Intercity Service

Strategy	Roundtrip Fare	Participating Jurisdictions and Annual Local Subsidy
Liberal – Dodge City *Linear*	$15-$20	Option 1 Liberal: $12,000-$13,000 Dodge City: $9,000-$10,000 Option 2 Liberal: $10,000-$11,000 Dodge City: $8,000-$9,000 Meade: $1,000-$1,500 Kismet, Plains, Fowler, Minneola, Sublette, Copeland, Montezuma, Ensign: <$500
Liberal – Garden City *Linear*	$10-$15	Option 1 Liberal: $14,000-$15,000 Finney County: $11,000-$12,000 Option 2 Liberal: $13,000-$14,000 Finney County:$10,000-$11,000 Sublette: $500-$1,000
Dodge City – Garden City *Linear*	$10-$12	Option 1 Finney County: $20,000-$21,000 Dodge City: $19,000-$20,000 Option 2 Finney County: $19,000-$20,000 Dodge City: $18,000-$19,000 Cimarron: $500-$1,000 Ingalls: <$500
Garden City – Dodge City – Liberal *Circuit*	Liberal – Dodge City: $15-$20 Liberal – Garden City: $10-$15 Dodge City – Garden City: $10-$12	Option 1 Finney County: $48,000-$49,000 Dodge City: $43,000-$44,000 Liberal: $34,000-$35,000 Option 2 Finney County: 44,000-$45,000 Dodge City: $40,000-$41,000 Liberal: $32,000-$33,000 Meade: $2,000-$3,000 Sublette, Cimarron: $1,000-$2,000 Plains: $500-$1,000 Kismet, Fowler, Minneola, Copeland, Montezuma, Ensign, Ingalls: <$500

Note: For the purpose of analysis, roundtrip fares along each of the corridors were based on a standard $0.10 per mile. Trips originating from intermediate stops along the corridors would have the same fares as trips originating from either endpoint.

Table 2. Service Frequency and Vehicle Size for New Intercity Service

Strategy	Service Frequency	Minimum Vehicle Size
Liberal – Dodge City *Linear*	1 trip per week, alternating between US 54 and US 56	Two 12-passenger vehicles.
Liberal – Garden City *Linear*	2 trips per week to Garden City; 1-2 trips per week to Liberal	Two 10-passenger vehicles.
Dodge City – Garden City *Linear*	3 trips per week	One 10-passenger vehicle based in Dodge City and one 12-passenger vehicle based in Garden City.
Garden City – Dodge City – Liberal *Circuit*	3 trips per week	Two 12-passenger vehicles.

Methodology

Demand for Service

Between Regional Centers (Garden City, Dodge, City, and Liberal)

Demand for transit service along these intercity corridors was developed using *TCRP Report 147: Toolkit for Estimating Demand for Rural Intercity Bus Services*. Demand, measured in terms of annual unlinked trips, is the expected share of all trips to be taken via rural intercity transit. The estimate is based on two trip rates derived from the National Household Travel Survey, one for rural household incomes that are greater than $75,000 and one for household incomes less than $75,000. The model uses long distance trips per capita (greater than 50 miles), then a mode-share is applied for intercity bus transportation calibrated to a geographic region The trip rate is applied to the populations of each stop location along an intercity bus corridor. The distance of the route is factored by comparison to a national dataset of existing service. Also, the trip rate can be adjusted if there is a four year college, connection to a national intercity bus network, prison, or airport on the route which are regionally significant destinations.

The calculation yields the estimated one-way trips per year between each pair of regional centers. Two steps were taken to determine the demand for service in each city of a pair. First, the number of one-way trips was divided by two to get the number of two-way trips. Second, the two-way trips were divided between the cities based on population. It was assumed that there would be greater demand for service to the larger city. For example, Dodge City has 51 percent of the combined population of Dodge City and Garden City, so Dodge City was assigned 51 percent of the passenger trips between that pair of cities.

The calculated demand for intercity transit between each regional center is shown in **Table 3.**

Table 3. Estimated Annual Demand for Intercity Transit Service between Regional Center Pairs

Regional Center	Estimated Demand for Two-Way Trips in Corridor	Population	Estimated Demand for Two-Way Trips from City
Garden City – Dodge City Corridor	2,250	-	--
Garden City	-	26,658	1,140
Dodge City	-	27,340	1,110
Liberal – Garden City Corridor	1,200	-	--
Liberal	-	20,525	680
Garden City	-	26,658	520
Liberal – Dodge City Corridor	900	-	--
Liberal	-	20,525	510
Dodge City	-	27,340	390

Source: Population estimates come from the 2010 US Census.

Intermediate Towns to Regional Centers

Demand for transit service to regional centers from smaller communities located between the cities was estimated using the regional average per capita ridership to one regional center (Garden City) from the surrounding communities who currently make the trip to that regional center (Stevens County, Hamilton County, and Lane County). The average per capita demand for those communities is 0.025 trips per resident. Applying that rate to the populations of the intermediate communities yields the estimated demand listed in **Table 4.** Demand was split between the destination cities at either end of the corridor based on their relative populations, as was described above for trips between regional centers.

Table 4. Estimated Annual Demand for Intercity Transit Service between Regional Center Pairs

Garden City – Dodge City Corridor	Population	Demand for Trips to Regional Centers	Demand for Trips to Garden City	Demand for Trips to Dodge City
Ingalls	306	10	5	5
Cimarron	2,184	50	25	25
Liberal – Garden City Corridor	**Population**	**Demand for Trips to Regional Centers**	**Demand for Trips to Liberal**	**Demand for Trips to Garden City**
Sublette	1,453	35	15	20
Liberal – Dodge City Corridor	**Population**	**Demand for Trips to Regional Centers**	**Demand for Trips to Liberal**	**Demand for Trips to Dodge City**
Kismet	459	10	5	5
Plains	1,146	25	10	15
Meade	4,575	110	50	60
Fowler	590	15	5	10
Minneola	745	20	10	10
Sublette	1,453	35	15	20
Copeland	310	10	5	5
Montezuma	966	25	10	15
Ensign	187	5	0	5

Source: Population estimates come from the 2010 US Census. Demand estimates were rounded to the nearest 5, so they might not appear proportionally divided between destination cities.

Vehicle Capacity and Annual Days of Service

To estimate the capital and operating costs for the transit coordination strategy establishing new intercity service between Garden City, Dodge City, and Liberal, the number of vehicle trips and vehicle capacity required to meet the demand for service must be determined.

Vehicle capacity and annual days of service were calculated at the same time since they are mutually dependent. Larger capacity vehicles require fewer days of service to meet demand, and lower capacity vehicles require more days of service to meet demand.

Annual passenger trips between each pair of cities were converted to annual vehicle trips by dividing the number of passengers heading to each city by vehicle capacity. Multiple vehicle capacities were used in the estimate to provide a range of trip scheduling options. The resultant number of vehicle

trips would be the minimum to transport all the passengers with vehicles at 100 percent capacity. However, since demand fluctuates, the minimum required number of vehicle trips was divided by two-thirds to account for vehicles operating at two-thirds capacity.

The number of days of service was determined by examining the vehicle trips required to meet demand for each capacity of vehicle to see which would provide the most regular service. The goal was to offer one, two, or three days of service per week rather than a difficult-to-schedule frequency such as seven trips per month.

Additionally, some providers' desire to operate a smaller vehicle was balanced with the need to keep costs down and trips affordable for local jurisdictions and passengers. Increasing the days of service to accommodate a smaller vehicle drastically increases operating costs.

The proposed schedule of service and vehicle capacity requirements can be found in **Table 2** as well as the "Southwest Region Cost Allocation Table" in the appendix.

Fares

Fares were assumed be set at the industry standard of approximately $0.10/mile for a "walk-up" cash payment, but other fares could be arranged for seniors, ADA passengers, and multi-use passes. Agency rates could be charged to human service agencies that are billed directly to provide the service or purchase fare media. Fare ranges used in the analysis are as follows:

- Garden City – Dodge City Corridor: $10-$12 round trip
- Liberal – Dodge City Corridor: $15-$20 round trip
- Garden City – Liberal Corridor: $10-$15 round trip

Fares were assumed to be consistent for all trips originating along a corridor. That is, trips originating in intermediate stops would be the same as trips beginning in a regional center.

Revenue Miles

Revenue miles were derived from the round trip travel distances from Google Maps driving directions with an additional 10 miles per one-way trip to account for in-town curb-to-curb service. Linear service options had 30 miles added to account for in-town service in the destination cities. Circuit routes do not include in-town miles in the destination city since the intercity buses do not provide that service under that strategy.

Operating Costs

Calculating the Costs of Service

Operating costs were calculated based on miles traveled and the average cost per revenue mile of service currently provided by Garden City and Dodge City based on 2013 operating statistics.

Operating costs for these two regional centers' service was used since those providers offer service closest in scale to the proposed intercity service. FIT had operating costs of $4.09 per mile for demand-response service and $2.78 per mile for fixed-route service. Dodge City's operating costs were $3.02 per mile for demand-response service. The average cost per mile overall was $3.30 per mile. This rate was applied to the revenue miles for each intercity option to estimate operating costs for each strategy.

Cost Allocation

A key component of establishing new service is determining how it will be funded. The "Southwest Region Cost Allocation Table" in the appendix lays out the cost allocation in detail.

Capital costs for new intercity service were allocated according to a ratio set by KDOT. For the first year of service, KDOT will cover 100 percent of the capital costs. In subsequent years, KDOT will cover 80 percent of the capital costs, and local jurisdictions will need to cover the remaining 20 percent. The exact allocation of costs between local jurisdictions will depend on a variety of factors, including local uses of the vehicles when not in intercity use and the relative demand for service of participating communities.

Operating costs will be covered by fare revenue, KDOT, and contributions from local jurisdictions. Fare revenue is expected to cover 25 percent of operating costs. Of the remaining portion, KDOT will cover 70 percent, and local jurisdictions will cover the remaining 30 percent. Two options for allocating the local portion of operating costs were examined:

Option 1: Regional centers cover all costs – Since the regional centers provide by far the greatest demand for service along any corridor, and since intercity service benefits the regional centers by bringing non-local customers to patronize their retail establishments and services, the regional centers could cover the entire local portion of the subsidy. This option was calculated for each corridor for linear service and throughout all three regional centers for service operating in a circuit. Costs were allocated between the regional centers based on the relative demand originating in each city.

Option 2: All participating jurisdictions contribute in proportion to their demand for service – In order to spread costs and ensure that all jurisdictions receiving service have some "skin in the game," the local subsidy could be split between all participating jurisdictions based on the demand for service from each. For linear service, costs were allocated for service along each corridor, and for circuit service, costs were allocated across the whole system of service between the three regional centers.

Appendix: Southwest Region Cost Allocation Table

ID	Strategy Description	Communities/Counties Involved	Implementation Period	Cost Estimate		Allocation Option	Cost Allocation Estimate – First Year				Cost Allocation Estimate – Years After			
								Operating				Operating		
				Capital	Operating (Annual)		Capital	KDOT	Local	Fares	Capital	KDOT	Local	Fares
Intermediate Stops														
A	Stevens County picks up passengers on the way to Garden City. Two trips per month. (via US 66)	Stevens County: Hugoton Moscow Satanta Sublette	Near Term (FY 2015)	n/a	$3,800	A1	n/a	$1,500	Stevens County: $700	$1,600	KDOT: 80% of vehicle replacement Stevens County: 20%	$1,500	Stevens County: $700	$1,600
B	Hamilton County picks up passengers on the way to Garden City. One run per week.	Hamilton County: Syracuse Lakin Deerfield Holcomb	Near Term (FY 2015)	n/a	$7,500	B1	n/a	$800	Total: $400 Hamilton County: $400	$6,300	KDOT: 80% of vehicle replacement Hamilton County: 20%	$800	Total: $400 Hamilton County: $400	$6,300
C	Lane County picks up passengers on the way to Garden City. One run every other week.	Lane County: Dighton Scott City	Near Term (FY 2015)	n/a	$6,200	C1	n/a	3,400	Total: $1,500 Lane County: $1,500	$1,300	KDOT: 80% of vehicle replacement Lane County: 20%	$3,400	Total: $1,500 Lane County: $1,500	$1,300
D	Lane County picks up passengers on the way to Dodge City. One run per month.	Lane County: Dighton Ness City Jetmore	Near Term (FY 2015)	n/a	$3,900	D1	n/a	$2,000	Total: $700 Lane County: $700	$1,200	KDOT: 80% of vehicle replacement Lane County: 20%	$2,000	Total: $700 Lane County: $700	$1,200

ID	Strategy Description	Communities/Counties Involved	Implementation Period	Cost Estimate		Allocation Option	Cost Allocation Estimate – First Year				Cost Allocation Estimate – Years After			
								Operating				Operating		
				Capital	Operating (Annual)		Capital	KDOT	Local	Fares	Capital	KDOT	Local	Fares
New Intercity Service														
E	Liberal-Dodge City: Alternating trips between US 54 and US 56. Six days of service to Dodge City per month and one day of service to Liberal per week. Vehicles based in Liberal and Dodge City each make one trip back-and-forth, picking up passengers in towns along the way and providing in-town service for intercity passengers.	Liberal Kismet Plains Meade Fowler Minneola Sublette Copeland Montezuma Ensign Dodge City	Mid-term (FY 2016-17)	Two 12-passenger vehicles required	$88,800	F1	KDOT: 100%	$49,900	Total: $21,400 Liberal: $12,200 Dodge City: $9,200	$17,500	KDOT: 80% of vehicle replacement Local: 20%	$39,410	Total: $21,400 Liberal: $12,200 Dodge City: $9,200	$17,500
						F2	KDOT: 100%	$49,900	Total: $21,400 Liberal: $10,700 Kismet: $100 Plains: $300 Meade: $1,100 Fowler: $100 Minneola: $200 Sublette: $400 Copeland: $100 Montezuma: $300 Ensign: $100 Dodge City: $8,100	$17,500	KDOT: 80% of vehicle replacement Local: 20%	$39,410	Total: $21,400 Liberal: $10,700 Kismet: $100 Plains: $300 Meade: $1,100 Fowler: $100 Minneola: $200 Sublette: $400 Copeland: $100 Montezuma: $300 Ensign: $100 Dodge City: $8,100	$17,500
F	Liberal-Garden City: Eight days of service to Garden City per month and six days of service to Liberal per month. Vehicles based in Liberal and Garden City each make one trip back-and-forth, picking up passengers in towns along the way and providing in-town service for intercity passengers.	Liberal Sublette Finney County: Garden City	Mid-term (FY 2016-17)	Two 10-passenger vehicles required	$102,000	H1	KDOT: 100%	$59,300	Total: $25,400 Liberal: $14,400 Finney County: $11,000	$17,300	KDOT: 80% of vehicle replacement Local: 20%	$59,300	Total: $25,400 Liberal: $14,400 Finney County: $11,000	$17,300
						H2	KDOT: 100%	$59,300	Total: $25,400 Liberal: $14,000 Sublette: $700 Finney County: $10,700	$17,300	KDOT: 80% of vehicle replacement Local: 20%	$59,300	Total: $25,400 Liberal: $14,000 Sublette: $700 Finney County: $10,700	$17,300
G	Dodge City-Garden City: Three days per week. Vehicles based in Dodge City and Garden City each make one trip back-and-forth, picking up passengers in towns along the way and providing in-town service for intercity passengers.	Dodge City Cimarron Ingalls Finney County: Garden City	Mid-term (FY 2016-17)	One 10-passenger vehicle (based in Dodge City) and one 12-passenger vehicle (based in Garden City) required.	$158,500	J1	KDOT: 100%	$93,200	Total: $39,900 Dodge City: $19,700 Finney County: $20,200	$25,400	KDOT: 80% of vehicle replacement Local: 20%	$93,200	Total: $39,900 Dodge City: $19,700 Finney County: $20,200	$25,400
						J2	KDOT: 100%	$93,200	Total: $$39,900 Dodge City: $19,200 Cimarron: $900 Ingalls: $100 Finney County: $19,700	$25,400	KDOT: 80% of vehicle replacement Local: 20%	$93,200	Total: $39,900 Dodge City: $19,200 Cimarron: $900 Ingalls: $100 Finney County: $19,700	$25,400

ID	Strategy Description	Communities/Counties Involved	Implementation Period	Cost Estimate		Allocation Option	Cost Allocation Estimate – First Year				Cost Allocation Estimate – Years After			
								Operating				Operating		
				Capital	Operating (Annual)		Capital	KDOT	Local	Fares	Capital	KDOT	Local	Fares
H	Service between the three cities of Garden City, Dodge City, and Liberal: Combines strategies E, F, and G.	Finney County: Garden City Liberal Kismet Dodge City Plains Meade Fowler Minneola Sublette Copeland Montezuma Ensign Cimarron Ingalls	Mid-term (FY 2016-17)	Three 12-passenger vehicles required, one based in each of Garden City, Dodge City, and Liberal.	$349,300	L1	KDOT: 100%	$202,400	Total: $86,700 Finney County: $31,200 Dodge City: $28,900 Liberal: $26,600	$60,200	KDOT: 80% of vehicle replacement Local: 20%	$202,400	Total: $86,700 Finney County: $31,200 Dodge City: $28,900 Liberal: $26,600	$60,200
						L2	KDOT: 100%	$202,400	Total: $86,700 Finney County: $30,400 Dodge City: $27,300 Liberal: $24,700 Kismet: $100 Plains: $300 Meade: $1,100 Fowler: $100 Minneola: $200 Sublette: $1100 Copeland: $90 Montezuma: $300 Ensign: $100 Cimarron: $900 Ingalls: $100	$60,200	KDOT: 80% of vehicle replacement Local: 20%	$202,400	Total: $86,700 Finney County: $30,400 Dodge City: $27,300 Liberal: $24,700 Kismet: $100 Plains: $300 Meade: $1,100 Fowler: $100 Minneola: $200 Sublette: $1100 Copeland: $90 Montezuma: $300 Ensign: $100 Cimarron: $900 Ingalls: $100	$60,200
I	Service between the three cities of Garden City, Dodge City, and Liberal: Two vehicles based in Liberal drive circuits in opposite directions between the cities, picking up passengers along the way. Three days per week.	Finney County: Garden City Liberal Kismet Dodge City Plains Meade Fowler Minneola Sublette Copeland Montezuma Ensign Cimarron Ingalls	Mid-term (FY 2016-17)	Two 12-passenger vehicles.	$481,900	M1	KDOT: 100%	$294,500	Total: $126,200 Finney County: $48,200 Dodge City: $43,400 Liberal: $34,600	$61,200	KDOT: 80% of vehicle replacement Local: 20%	$294,500	Total: $126,200 Finney County: $48,200 Dodge City: $43,400 Liberal: $34,600	$61,200
						M2	KDOT: 100%	$294,500	Total: $126,200 Finney County: $44,600 Dodge City: $40,200 Liberal: $32,000 Kismet: $300 Plains: $800 Meade: $3,000 Fowler: $400 Minneola: $500 Sublette: $1,900 Copeland: $200 Montezuma: $600 Ensign: $100 Cimarron: $1,400 Ingalls: $200	$61,200	KDOT: 80% of vehicle replacement Local: 20%	$294,500	Total: $126,200 Finney County: $44,600 Dodge City: $40,200 Liberal: $32,000 Kismet: $300 Plains: $800 Meade: $3,000 Fowler: $400 Minneola: $500 Sublette: $1,900 Copeland: $200 Montezuma: $600 Ensign: $100 Cimarron: $1,400 Ingalls: $200	$61,200

ID	Strategy Description	Communities/Counties Involved	Implementation Period	Cost Estimate		Allocation Option	Cost Allocation Estimate – First Year				Cost Allocation Estimate – Years After			
								Operating				Operating		
				Capital	Operating (Annual)		Capital	KDOT	Local	Fares	Capital	KDOT	Local	Fares
Centralized Dispatch														
J	Centralized Dispatch. Finney County Transit would house dispatching.	Finney County Ford County: Dodge City Stevens County Lane County Hamilton County Liberal Cimarron	Mid-term (FY 2016-17)	Software and Hardware; Potential building renovation	$4.50 per trip Cimarron: $13,500 Stevens County: $5,400 Hamilton County: $5,400 Lane County: $8,100 Liberal: $81,000	n/a	KDOT: 100%	(80%) If all providers take part: $90,720	Cimarron: $2,700 Stevens County: $1,080 Hamilton County: $1,080 Lane County: $1,620 Liberal: $16,200	n/a	100%	80%	Cimarron: $2,700 Stevens County: $1,080 Hamilton County: $1,080 Lane County: $1,620 Liberal: $16,200	n/a
Based on the following estimates: Cimarron – 250 trips per month; Stevens County – 100 trips per month; Hamilton County – 100 trips per month; Lane County – 150 trips per month; Liberal – 1,500 trips per month														
Regional Governance														
K	Coordinated Regional Transit Governance	All Counties in Region	Longer Term (> FY 2017)											
Vanpool/Carpool														
L	Carpool/Vanpool	Ford County: Dodge City Finney County: Garden City	Near Term (FY 2015)											

SW Region Strategies Summary Memo

To: KDOT Advisory Team

From: SRF Consulting Group, Inc.

Date: August 22, 2014

Subject: KDOT Regional Transit Business Model – Southwest Region Strategies

Introduction

Over the last six months KDOT and the consultant team have been working with the committees from each of the nine regions to define, evaluate and narrow the range of potential strategies to meet the enhancing transit service levels goal through increased coordinated efforts between service agencies within each region. To this point in the alternatives development and screening process we have talked about the options, the potential benefits of a concept, and capital and operating costs. In very general terms cost allocation between KDOT/federal programs and local support have been included in the analysis. Discussion of cost allocation has been addressed to date by stating that local participation will be required if the identified concepts are to move forward and local funding participation will be required to access the increased transit funding that KDOT is allocating to coordinated service.

The strategies assessment has been advanced to the point where the team has been able to quantify capital and annual operating costs associated with the most promising strategies. In addition, estimates have been prepared of the potential fare revenue for new service in areas presently without and/or enhanced service in areas with some level of transit service today. In addition, the consultant team has discussed with KDOT staff the percentage of capital and operating costs that could be covered by KDOT/federal dollars and what would need to be covered from local sources.

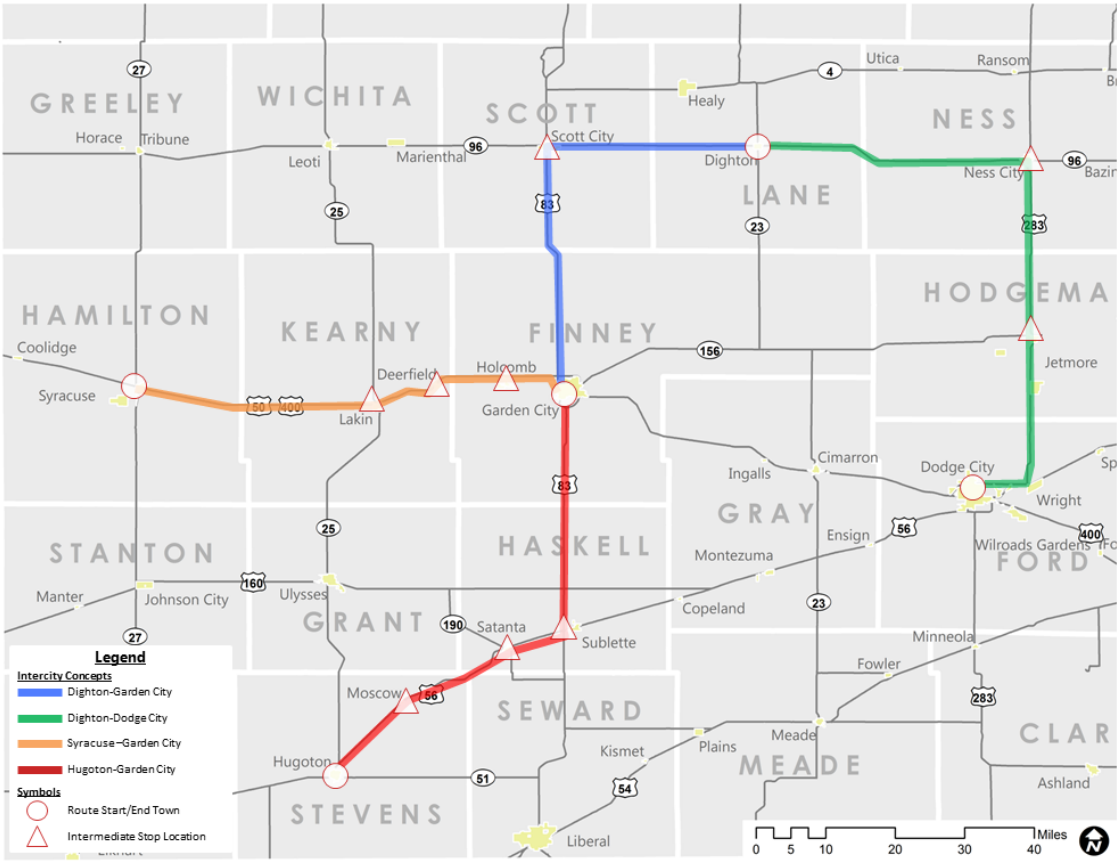
Understanding that local resources for subsidizing transportation service are limited and also that many of the service enhancements will require additional funding from all levels, the team is seeking input from members of the regional committees regarding the level of support there is for advancing each strategy when estimates of the local contribution are factored into the analysis. We see this request not only as an opportunity to gather more information from local representatives, but it also provides representatives with information that can be used in conversations with local officials responsible for making funding decisions.

Current Intercity Service Providers Make Stops in Intermediate Communities

There are six opportunities to leverage existing intercity service to Garden City and Dodge City to offer trips to passengers currently lacking access to such service.[1] Service providers currently making trips into the regional centers could pick up additional passengers at locations along the way. **Figure 1** illustrates the proposed routes.

[1] The memo "Overview of the Various Intercity Strategies of Making Intermediate Stops En Route to Garden City" (previously distributed) provides additional detail on the concepts.

Figure 1. Intermediate Stops Concept



The concepts are briefly described below. Suggested travel schedules are based on current travel frequencies for the existing service providers. All service is anticipated to be provided using agencies' current vehicles.

Stevens County to Garden City

Stevens County, operating out of Hugoton, picks up passengers in Satanta and Sublette along US 56 on its way to Garden City. Service would be available two days per month.

Hamilton County to Garden City

Hamilton County, operating out of Syracuse, picks up passengers in Lakin, Deerfield, and Holcomb along US 50 on its way to Garden City. Hamilton County would provide service one day per week.

Lane County to Garden City

Lane County, operating out of Dighton, picks up passengers in Scott City on its way to Garden City. Service would be provided every other week.

Lane County to Dodge City

Lane County, operating out of Dighton, could pick up passengers in Ness City and Jetmore on its way to Dodge City. Service would be provided one day per month.

Tables 1 and 2 present additional information on the schedules of service, fares, and required local subsidies.[2] The local subsidy has been assigned entirely to the jurisdiction providing service since the local contribution has been factored into the fares of for passengers originating in intermediate stop communitiess

Table 1. Fares and Local Subsidies for Intermediate Stop Strategies

Strategy	Intermediate Stops	Fare	Incremental Local Subsidy
Stevens County – Garden City	Moscow, Satanta, Sublette	$15 roundtrip	$0 – New fare revenue is expected to cover costs.
Hamilton County – Garden City	Lakin, Deerfield, Holcomb	$0.50 per mile Lakin: $25 Deerfield: $20 Holcomb: $10	$0 – New fare revenue is expected to cover costs.
Lane County – Garden City	Scott City	Dighton: $2 Scott City: $10	$0 – New fare revenue is expected to cover costs.
Lane County – Dodge City	Dighton, Ness City, Jetmore	Dighton: $2 Ness City: $20 Jetmore: $20	$0 – New fare revenue is expected to cover costs.

Table 2. Schedules of Service for Intermediate Stop Strategies

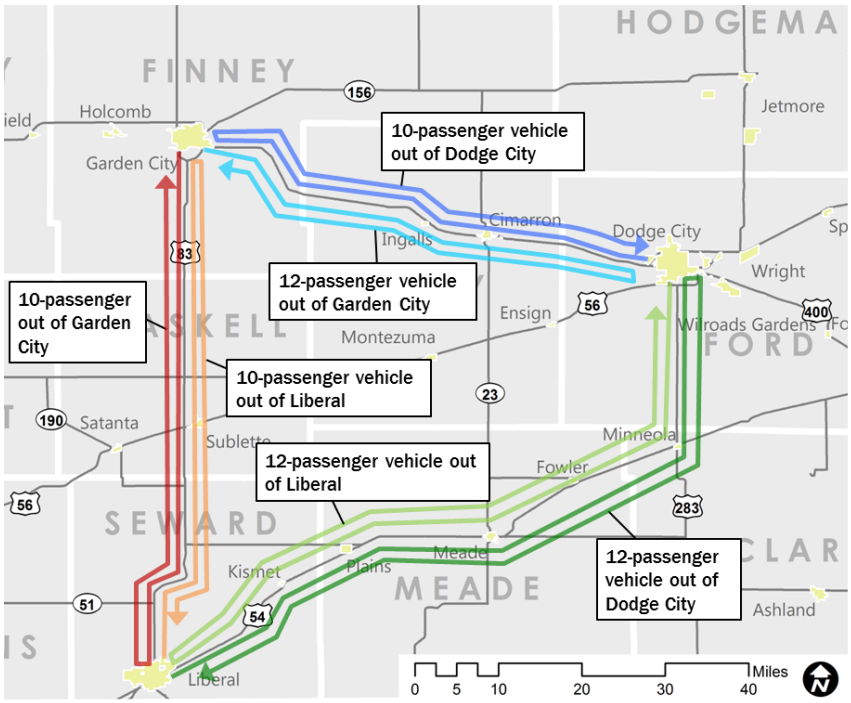
Strategy	Service Frequency	Vehicle Size (currently providing service)
Stevens County – Garden City	2 trips per month	One 8-passenger vehicle.
Hamilton County – Garden City	1 trip per week	One 5-passenger vehicle.
Lane County – Garden City	2 trips per month	One 13-passenger vehicle.
Lane County – Dodge City	1 trip per month	One 13-passenger vehicle.

New Intercity Service

There are two options for establishing intercity service between the regional centers of Dodge City, Garden City, and Liberal, along with the communities located between them. The first option is to operate vehicles in a linear fashion. Vehicles operating out of each city would carry local passengers to one of the other two cities, picking up additional passengers at intermediate stops along the way, and provide in-town service in the destination city before making the return trip. **Figure 2** illustrates the concept. Routes between the three regional centers can be established all at once or in phases, depending on observed demand and the availability of local funding. Service out of each city could be fine-tuned independently based on local demand.

[2] More-detailed analysis of project costs can be found in the "Southwest Region Cost Allocation Table."

Figure 2. Linear Intercity Service Concept



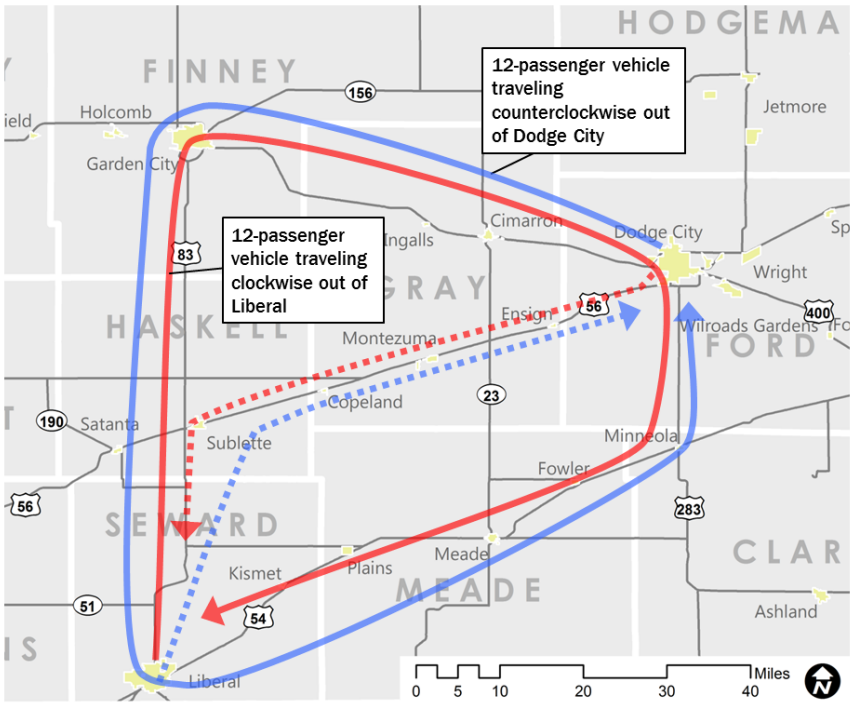
Note: Trips between Dodge City and Liberal would alternate between US 54 and US 56.

The second option is to provide service through two vehicles making circuits between the cities in opposite directions. **Figure 3** illustrates the concept. As each vehicle passes through a city, it picks up passengers traveling in the same direction and drops off passengers that have reached their destination. It then continues on to the next city. Passengers use local transit to travel within their destination cities. They board the vehicle traveling in the opposite direction as the one they used on the first leg of their journey (i.e., the one traveling toward their homes) for their return trips. Each vehicle completes two circuits per day of service; the first provides the outbound portion, and the second provides the return trip. Vehicles could originate in the same city or separate cities.

Tables 3 and 4 present additional information on the schedules of service, suggested vehicle size, fares, and estimates of local subsidy requirements.[3] Vehicle size was determined by balancing providers' preferences for smaller vehicles with the estimated demand for service and the cost of making additional vehicle trips. Two options are presented for supplying the local subsidy. The first relies on the three regional centers to provide the entire subsidy. The rationale for this option is that since they are substantially larger than the intermediate stop communities, they have a greater demand for outbound service and receive the benefits of local spending from inbound service. The second option is to split the local subsidy between all communities receiving service based on estimated demand.

[3] Additional detail on the costs and vehicle requirements for each strategy can be found in the "Southwest Region Cost Allocation Table."

Figure 3. Circuit Intercity Service Concept



Note: Trips between Dodge City and Liberal would alternate between US 54 and US 56.

Additionally, service could be provided through a combination of circuit and linear methods to meet the varying levels of demand throughout the region. For example, service via circuits could be offered two days per week between all three destination cities, and linear service could be offered between Garden City and Dodge City (the pair with the highest estimated demand) an additional day of the week.

Table 3. Fares and Local Subsidies for New Intercity Service

Strategy	Roundtrip Fare	Participating Jurisdictions and Annual Local Subsidy
Liberal – Dodge City *Linear*	$15-$20	<u>Option 1</u> Liberal: $12,000-$13,000 Dodge City: $9,000-$10,000 <u>Option 2</u> Liberal: $10,000-$11,000 Dodge City: $8,000-$9,000 Meade: $1,000-$1,500 Kismet, Plains, Fowler, Minneola, Sublette, Copeland, Montezuma, Ensign: <$500
Liberal – Garden City *Linear*	$10-$15	<u>Option 1</u> Liberal: $14,000-$15,000 Finney County: $11,000-$12,000 Option 2 Liberal: $13,000-$14,000 Finney County:$10,000-$11,000 Sublette: $500-$1,000
Dodge City – Garden City *Linear*	$10-$12	<u>Option 1</u> Finney County: $20,000-$21,000 Dodge City: $19,000-$20,000 <u>Option 2</u> Finney County: $19,000-$20,000 Dodge City: $18,000-$19,000 Cimarron: $500-$1,000 Ingalls: <$500
Garden City – Dodge City – Liberal *Circuit*	Liberal – Dodge City: $15-$20 Liberal – Garden City: $10-$15 Dodge City – Garden City: $10-$12	<u>Option 1</u> Finney County: $48,000-$49,000 Dodge City: $43,000-$44,000 Liberal: $34,000-$35,000 <u>Option 2</u> Finney County: 44,000-$45,000 Dodge City: $40,000-$41,000 Liberal: $32,000-$33,000 Meade: $2,000-$3,000 Sublette, Cimarron: $1,000-$2,000 Plains: $500-$1,000 Kismet, Fowler, Minneola, Copeland, Montezuma, Ensign, Ingalls: <$500

Note: For the purpose of analysis, roundtrip fares along each of the corridors were based on a standard $0.10 per mile. Trips originating from intermediate stops along the corridors would have the same fares as trips originating from either endpoint.

Table 4. Service Frequency and Vehicle Size for New Intercity Service

Strategy	Service Frequency	Minimum Vehicle Size
Liberal – Dodge City *Linear*	1 trip per week, alternating between US 54 and US 56	Two 12-passenger vehicles.
Liberal – Garden City *Linear*	2 trips per week to Garden City; 1-2 trips per week to Liberal	Two 10-passenger vehicles.
Dodge City – Garden City *Linear*	3 trips per week	One 10-passenger vehicle based in Dodge City and one 12-passenger vehicle based in Garden City.
Garden City – Dodge City – Liberal *Circuit*	3 trips per week	Two 12-passenger vehicles.

SW Region Strategy Summary Table

SW Region – Alternate Strategy Summary

Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service – Liberal to Garden City				
Option 1 – Stevens County Transit Revises Current Route to Provide Service: • Initial Assumption – 2 Days Per Week Service (will determine day later) • In Liberal – Assume just one stop at the City Hall Bus Stop. Coordinate stop at top of hour. • Stevens County driver provides all service in Garden City – Do not inter-line with FIT service. • If carry forward – Establish who does customer call, vehicle dispatching, operations in Garden City, fares, subsidies (if any needed), etc.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services). There is a moderate level of employment-to-home place connectivity between Liberal and Garden City. Stevens County Health Department provides on-demand service from Hugoton to Garden City. Typical month – Approximately 3 trips. Average ridership is ## persons/trip.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Inter-airport trips or from area to one of the airports. Provides NEW opportunity to get to/from Garden City trips for residents of: • Liberal • Sublette • Satanta If can carry 2-3 customer per trip from Liberal, likely cover costs of additional miles and labor hours. Estimate 100 to 200 riders per month from Liberal (based on current Stevens County ridership).	Trip length for residents of Hugoton increases substantially from today (current - 70 miles to 90 miles each way). Reduced convenience for Hugoton residents – Duration of their travel day will likely increase. Must obtain a larger vehicle – Hugoton presently has a 6 passenger van. Demand may exceed reasonable capacity for a service originating in Stevens County. To serve the commute trips in corridor, need to start service day MUCH earlier than current. Not likely to be sustainable. Concern (by Liberal representatives) over potential retail leakage from Liberal to Garden City.	Requires a larger vehicle. Maximum reasonable size for Stevens County is 15 passenger bus. Satanta – May be too far off US 83 to be able to connect. Have alternate for Stanta of coordinating with Grant County// Ulysses service to Garden City. Flight arrival time in Garden City in afternoon – Likely results in extending Stevens County service day. Will need to evaluate the potential impacts.
Option 2 – Create NEW Intercity Service Route in the US 83 Corridor. Concept for service could include deviation from US 83 to provide intercity service to Sublette and Satanta.	Presently – No intercity service between Liberal and Garden City (2 of the largest communities in the region – Both are regional centers for medical and shopping services). There is a moderate level of employment-to-home place connectivity between Liberal and Garden City.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Inter-airport trips or from area to one of the airports. Provides NEW opportunity to get to/from Garden City trips for residents of: • Liberal • Sublette • Satanta (May be more feasible than Option 1 to provide Satanta service). If integrate with fixed route service in either town, might be able to make multiple trips in a day. Ridership estimate – 100 -300 per month.	Incremental cost is greater than Option 1 as new driver/vehicle needed or take current local out of service. Will be difficult barrier to overcome as Liberal dollars are focused on adding/enhancing LOCAL fixed route. Promoting as opportunity for shopping trip would not likely be well received by retailers in either community (could lose as much as gain). Is there enough ridership potential to warrant service? If not, what to do with driver/vehicle on off days to keep utilized?	Governance format is critical. Who is responsible agency: • FIT? • Liberal City Bus? • New regional agency?

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service US 50/US 400 Corridor				
Option 1 – Garden City to Cimarron – Create New Service. The distance (<35 miles) between Garden City-Cimarron and population of Cimarron, may warrant daily service.	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Garden City (along with Dodge City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Shopping trips. Provides NEW opportunity to get to/from Garden City trips for residents of Cimarron. Cimarron has demonstrated interest in providing at least local transit service. Distance and orientation of Cimarron allows phased expansion to include route from Garden City to Dodge City. Can provide intercity service to/from Ingalls and Pierceville for little additional/ incremental cost. Ridership estimate – 10-30 per month.	Entirely new service will have substantial cost. Is Garden City the most appropriate/highest return destination for trips from Cimarron? Is Dodge City a better fit (medical, shopping, employment)? Dodge City is closer and provides a "similar" package of service destinations (shopping, employment) – other than specialty medical.	Need to determine whether can provide as an 'expansion" of FIT service area. Would be able to share administrative costs with established agency. If can provide one or two days a week service at low incremental cost, might be sufficient for good portion of need (then add to benefit). Governance format is critical. Who is responsible agency: • FIT? • Cimarron? • New regional agency?
Option2 – Dodge City to Cimarron – Create New Service. The distance (<20 miles) between Dodge City-Cimarron and population of Cimarron, could likely warrant daily service	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Dodge City (along with Garden City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Fills a gap identified through Regional Committee for: • Medical trips – not all services are provided in either community. • Employment trips. • Shopping trips. Provides NEW opportunity to get to/from Garden City trips for residents of Cimarron. Cimarron has demonstrated interest in providing at least local transit service. Distance and orientation of Cimarron allows phased expansion to include route from Garden City to Dodge City. As distance is shorter than Option 1 – Likely that ridership (people served) would be higher (need to confirm – but is logical). Goal is to serve people. Ridership estimate – 20-40 per month.	Entirely new service will have substantial cost. No additional communities to serve between Cimarron and Dodge City (unlike Option 1 that is to/from Garden City).	Need to define the primary purpose of the service. If for employment, would need to be multiple trips per day and start early and (possibly) run late. If medical and/or shopping, one trip per day might be acceptable. Need to determine feasibility of Dodge City taking on both fixed route service and an expansion in service area. If one of two trips a day to/from Cimarron, might be feasible. More than one or two, might overtax in near future. Could become a constraint/ disadvantage Whether new or expanded service from Dodge City – Would likely be dispatched from Garden City.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 3 – Dodge City to Garden City with Intermediate Stop in Cimarron	Presently – No intercity service in corridor (other than Bee Line) and no local service in Cimarron. Cimarron has been discussing developing service and has identified local funding to support a public transit grant application. Dodge City (along with Garden City) is a regional medical service, regional shopping and employment center for residents of Cimarron. Need for regional connections were identified by SW Committee members.	Connecting multiple communities/counties spreads the cost burden – Easier to accept incremental cost. Connects the two largest regional economies and locations of critical regional medical, large employers and retail centers. Provides regional/intercity service to Cimarron for little added cost if concept is supported by Dodge City to Garden City travel. FIT already dispatches for Dodge City, would not likely increase burden dramatically.	No service today and distance is such that would need to add driver/vehicle (likely) – Cost. Do not understand local funding support. Is it present?	
Intercity Service Grant County-Haskell County to/from Garden City				
Ulysses to Garden City Intercity Service – Coordinate intercity service connecting Ulysses with Garden City, with intermediate stops in Satanta and Sublette. The concept would be to provide one or two scheduled trips per month to Garden City. These would be advertised in Ulysses, Satanta and Sublette. The provider is confident that a small number of scheduled intercity trips could be accommodated.	Grant County/Ulysses Senior Center provides local and intercity service for persons in Ulysses. The service is principally to provide seniors, low-income persons and persons with a disability transportation, when there is capacity/opportunity, general public trips are provided. Trips are made to Garden City on-demand, which is approximately 1-3 times per month. Excursion trips to concerts are set up in advance. Medical trips make up the vast majority of the non-excursion trips. Very few trips are requested for shopping or social visits to Garden City. The current fleet (100% locally funded) is made up of: • 30 passenger tour coach • 15 passenger van • Suburban The coach is generally used for excursion trips to Garden City or other larger town. The van and Suburban for smaller groups or individuals.	As trips are being made today, can provide a small (but critical) level of transit service to intermediate towns of Satanta and Sublette. Sublette is convenient to serve via intercity from Hugoton/Stevens County, Satanta is more out of direction. While still out of direction for service from Ulysses, if only stop, not as significant. Do not HAVE to enter KDOT programs to still provide coordinated service, but would provide a source of supplementing the local funding and fares. Supplements Stevens County/Hugoton service along US 83 from US 56 to Garden City (could provide more service to Sublette).	Is Grant County agency compliant with KDOT grantee requirements. Enough reservations to make the trip worthwhile would need to be scheduled (likely need to set a minimum number of riders based on an estimated trip cost –labor and expenses). Need to establish a communication protocol. Support from Grant County administration is unknown. Would be a change for residents of Grant County as they would spend more time on the vehicle and out of town (more people riding generally results in more time in regional center).	Must be cautious in reviewing/suggesting new grantees as there are requirements to be satisfied.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service US 50/400 West Corridor to Garden City (Syracuse-Lakin-Deerfield-Holcomb)				
Coordinate existing trips from Syracuse to Garden City with communities along the US 50/400 corridor (Lakin, Deerfield, Holcomb).	Hamilton County presently makes one or two trips per week to Garden City. As average daily ridership is fairly low (2-3 per day), there is likely opportunities to carry more passengers on the trips. Most of the trips to Garden City are for medical visits. Hamilton County charges $0.50 per mile for these trips.	Picking up passengers along the route would not substantially increase the cost, but would increase revenue paying customers (improving the cost effectiveness/ affordability of the trip). Medical visits are likely more critical need in intermediate communities. Thus, destinations in Garden City would be similar – limiting the impact to current passengers of longer trip time. As trip costs may not change dramatically, new fares collected may cover additional costs (thus, no need for more subsidy).	Making intermediate stops will add to travel time – Likely minor as intermediate towns are small and cannot accommodate more than 2 or 3 additional people per trip. While costs may not go up, there is still a subsidy that is collected only in Hamilton County. Need to investigate opportunity for sharing the subsidy cost with other communities (unless fare would cover).	Need to establish a schedule and fare structure.
Extend Centralized Dispatch from Finney County				
Add Stevens County and Liberal City Bus to FIT's service area	FIT presently provides vehicle dispatching service for Finney County fixed route and paratransit service and for Dodge City demand-response service. Annually, FIT presents Dodge City with a proposal for the next year's cost. The fee is determined based on the percentage of total reservations handled in Dodge City relative to the total.	Cumulative cost of providing vehicle dispatch should be less. Reduce redundant trips with few people. Allow current "dispatchers" to spend more time on their primary job (many/most share dispatching with other responsibilities).	To reduce the "chatter" in dispatch office, may need to add AVL. Much of talk is to find out where the vehicle is located. Will add cost to small agencies. Need communication protocol. Who does driver talk with (local agency or dispatching) about field conditions (not going to make pick up time, no-show, etc.). If no protocol, much confusion and conflicting input. Is there adequate capacity in the current "system" (building, radio system, labor pool, etc.) before a large investment is needed? Does taking on any/all of the systems pass a capacity threshold?	

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Intercity Service Leoti-Scott City-Dighton to Garden City				
Promote coordination in travel between Leoti-Scott City-Dighton for trips to Garden City. Establish a scheduled one to three times per month trip to Garden City between the providers. Leoti and Dighton residents would be brought to Scott City to a transfer point and then taken to Garden City. Primary opportunity lies with service starting in Leoti or Dighton traveling through Scott City. Scott City would be the transfer point between other communities. Option 1: Dighton and Leoti customers are brought to Scott City and Scott County carries them to/from Garden City. Option 2: Leoti travels through Scott City on way to/from Garden City and picks-up/ drops-off Scott City and Dighton riders. Dighton shuttle customers back and forth to Scott City. Option 3: Dighton travels through	Trips have been documented through KUTC and newspaper stories about service between Leoti and Garden City and Scott City and Garden City. Trips between Lane County/Dighton and have not been documented (but distance and services in GC suggest they occur – unless all provided in Hays – farther away). There is some level of on-going coordination between Leoti and Scott City for persons requiring a vehicle with a lift. The Scott City vehicle has a lift while none in Leoti. No documented coordination between Lane and Scott Counties.	Reduce the cumulative cost between the providers of intercity service. Potential for more trips for customers at small or no incremental operating cost (cumulative).	Do each of the providers actually go to Garden City? Creating a new trip for two of the three, even with coordination, will not likely be cost effective. Need to establish a communication protocol. Support from local administrators is unknown. Deadhead travel for Leoti and Dighton – If both shuttle their customers to Scott City for transfer to a Scott City vehicle for travel to Garden City and then return to local town, they run as many miles as if they went to Garden City. Most logical is if Dighton and/or Leoti make the trip today and pick up Scott City residents on way through. Leoti/Dighton get revenue, Scott City customers get more options.	
Extend Service Area through Formalized Rideshare Programs				
Create formal Rideshare focusing on larger employers. Option 1 – Low Tech Individual Employer Focused Carpool Program. Concept would be to provide individual employers with printed and editable material for setting up a rideshare board.	Several large employers in the region provide common destinations for people traveling to work. Each day, workers travel along similar routes to the Cargill and National Beef plants in Dodge City, the ethanol plants in Garden City, Liberal, and Leoti, and the many area hospitals. Informal carpools likely exist serving a small number of employees.	Reduces parking demand. Reduced driveway/entrance congestion during shift change. Providing organizing material and in-business clearinghouse (which may be no more than a bulletin board) can increase use of program (relative to informal). Goal would be little to no cost for employers. Reduces one pressure point for "we need public transit" discussion in low density areas (that could not support transit).	Requires a willingness among those with automobiles to share the use their vehicles. Commuters must be originating from roughly the same place at the same time. As towns are smaller, going to pick up rider may add a lot to driver travel time – Significant negative. Backup plan required when the scheduled driver does not make the trip due to illness, etc.	

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 2 - High-Tech Rideshare Program: An organization (such a transit agency or governmental body) can set up an Internet-based rideshare board to assist people in organizing carpools to work or other destinations. The organization pays a company specializing in hosting rideshare boards to operate a website and markets the service to area residents. Examples of online rideshare programs include RidePro from Trapeze Group and iCarpool. Some packages include access through smartphone apps.		Provides transportation to area residents. Lessens the need for onsite parking. Reduces traffic congestion on and around employment sites during shift changes. Reduces absenteeism and late arrivals. Employees motivate each other to get to work on time. Reduces one pressure point for "we need public transit" discussion in low density areas (that could not support transit).	A company must be paid to provide the service. Requires a willingness among those with automobiles to share the use their vehicles. Commuters must be originating from roughly the same place at the same time. Backup plan required when the scheduled driver does not make the trip due to illness, etc. "High-tech" rideshare boards require employee access to the Internet.	A College of New Jersey official mentioned that the most expensive iCarpool packages for organizations as large as universities cost around $10,000 per year.
Vanpool – A governmental body, transit agency, or larger employer purchases or leases a van for use by a group of people to commute to work at the same or nearby locations. The passengers share a fee covering the cost of operating the vehicle. One person in the group drives, often in exchange for a free fare. The driver is responsible for storing and maintaining the vehicle, collecting fares, and keeping vehicle records. Sometime the driver is allowed a limited number of miles for personal use of the vehicle. Establishment includes finding/vetting a driver, determining the fare structure, developing a protocol for communication among the passenger group, defining the responsibilities of the driver and other group members, and developing a backup driver policy.		Provides a means of transportation to employees, but does not require hiring a driver or organizing public transportation around shift schedules. Lessens the need for onsite parking. Reduces traffic congestion on and around employment sites during shift changes. Reduces absenteeism and late arrivals.	Requires an organization to purchase/lease a van for use by workers. Is there enough support to generate interest to invest dollars? Requires monitoring van usage and keeping up with vehicle maintenance. Marketing is needed to ensure that enough passengers take part in the program to make it financially worthwhile.	Evaluate if a local vanpool program can be part of the Kansas state employee vanpool program operated out of the Kansas Department of Administration.
Enhanced Coordination/Communication with Medical Providers				
Option 1: Coordinate with dialysis centers, other medical centers, to group transit-dependent trips.				Would require dialysis center and medical providers to proactively identify and schedule transit-dependent patients to particular times or days. Places an onus on medical providers.

Concept Strategy – Need Addressed	Background – Current Conditions	Opportunities/Advantages	Constraints/Disadvantages	Comments
Option 2: Develop processes and relationships where client would schedule medical appointments through transportation provider.				Would require clients to fill out HIPAA form allowing medical providers to share client appointment information with transit provider. Client would inform transportation provider of their availability, and transportation provider would schedule medical appointment on client's behalf. This would make it easier for transportation providers to clump trips. May be difficult for transportation provider to schedule high volume of medical trips. Efficiency gains may be limited if medical trips aren't coordinated among multiple transportation providers.
Option 3: Increase coordination among transit providers for medical trips.				May benefit from centralized dispatch capabilities. Would require other operational coordination to occur, such as fare agreements, ridership allocation, etc. Could be an outcome of a regional route.

Documentation of October 2014 Meeting

INTERCITY (LIBERAL – GARDEN CITY) SERVICE DISCUSSION – AGENDA

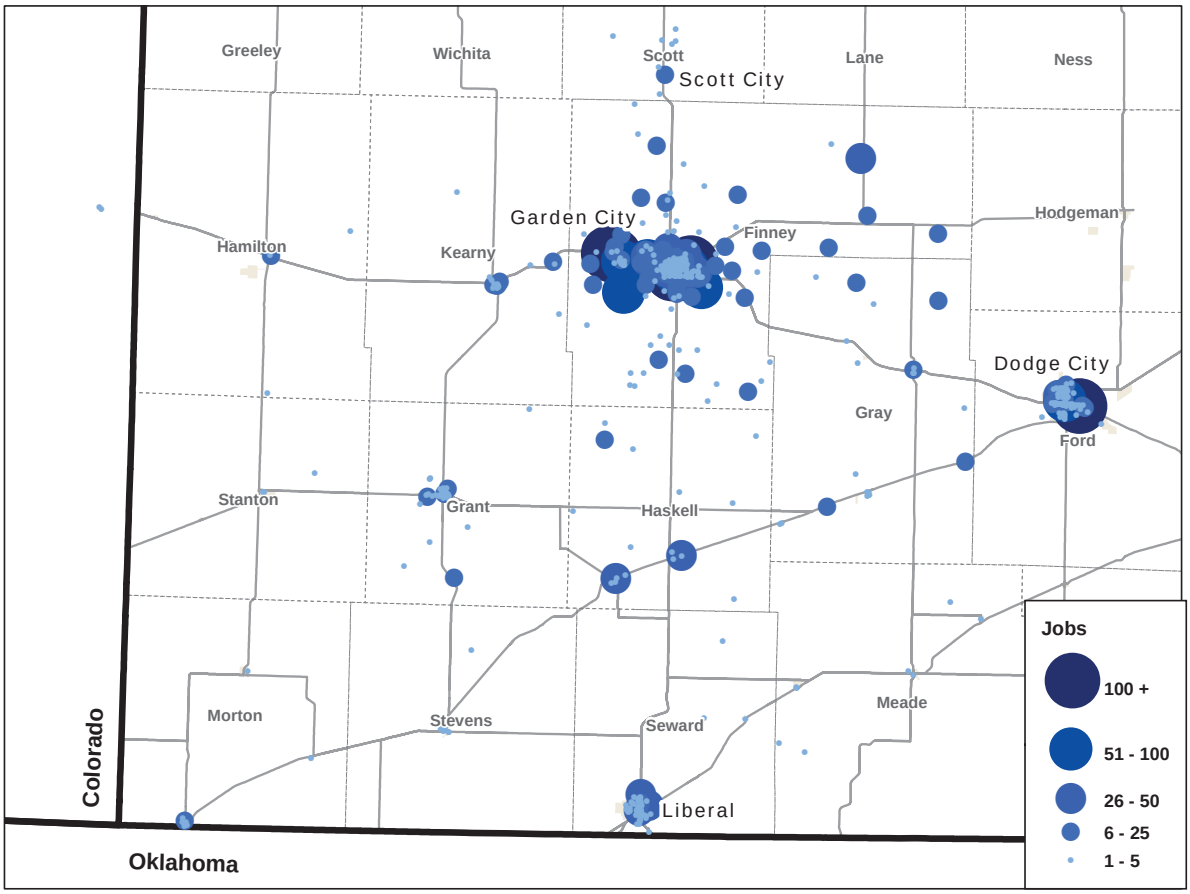
OCTOBER 23, 2014

1. **Purpose of the Meeting:**
    a. Identify an intercity transit concept to include in the SFY 2015 Transit Grant Application
    b. Define material to include in grant application and party responsible for providing
    c. Responsibilities to complete grant application
2. **Defining the Concept**:
    a. Communities to connect
    b. Who could/would provide each service element (reservations/dispatch/provide ride)
    c. Schedule
    d. Fare
    e. Other
3. **Dividing up Grant Application Responsibilities**
4. **Next Steps:**
    a. Coordination/status call – Set date and time (sometime before November 22 - if needed)
    b. Dates for providing additional material (Identified in Item 2 above)

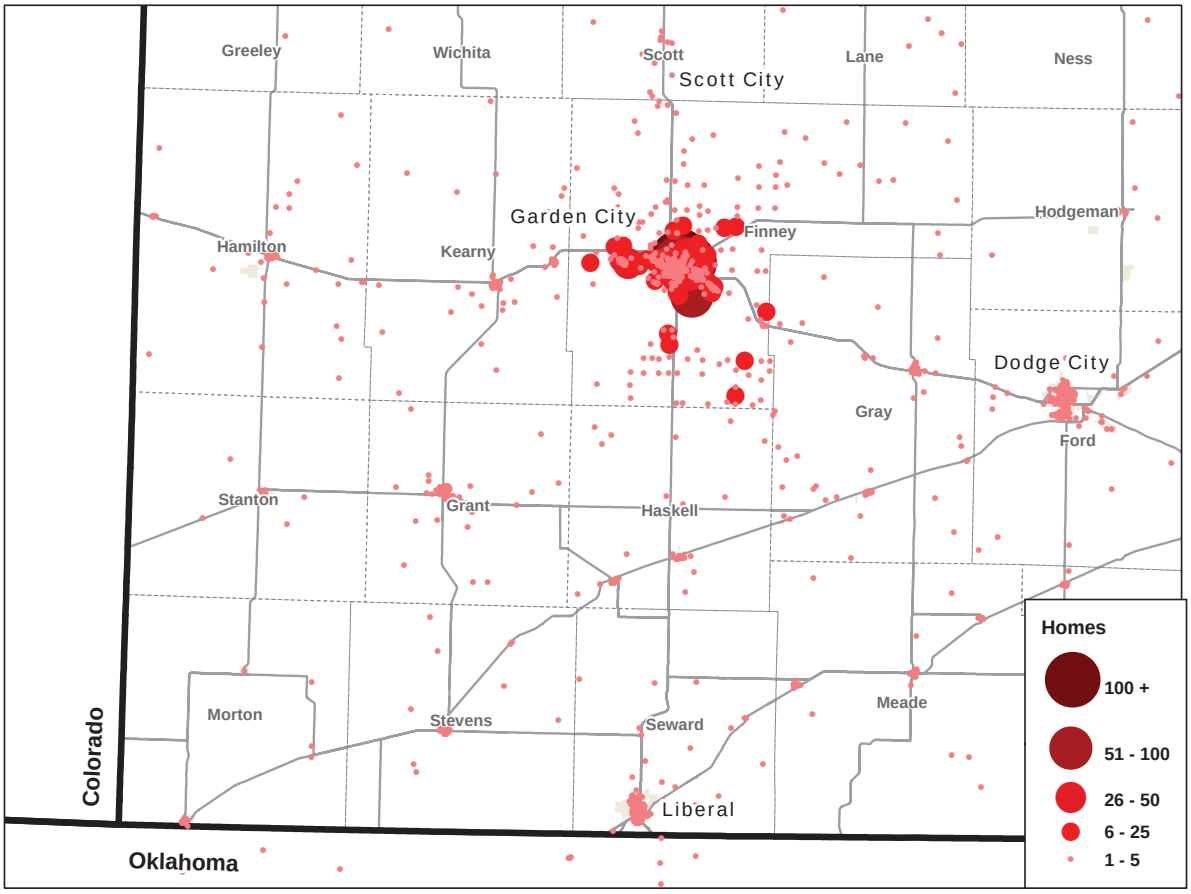
Meeting Information

October 23, 2013
9:30 AM – 11:30 AM
Finney County Transit
1008 North 11th Street

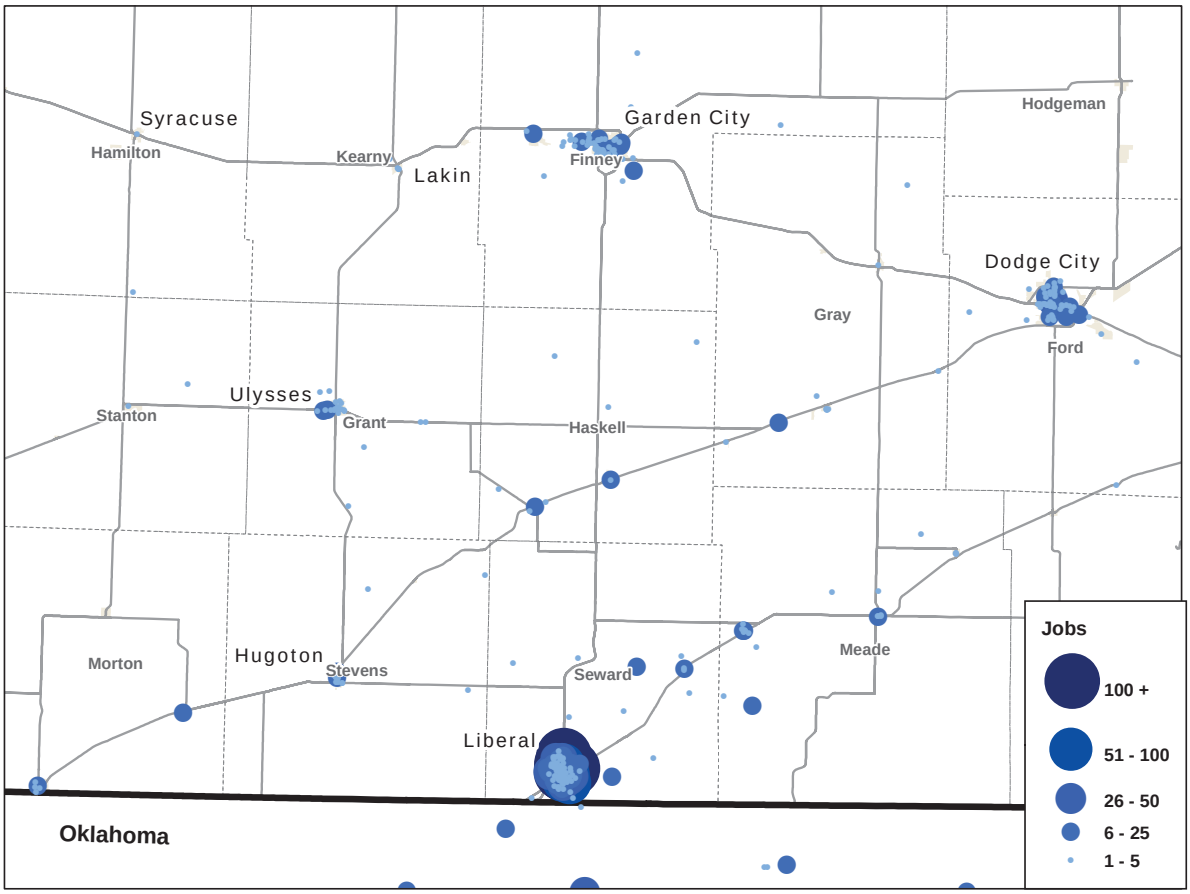
Where Garden City Residents Work - 2011



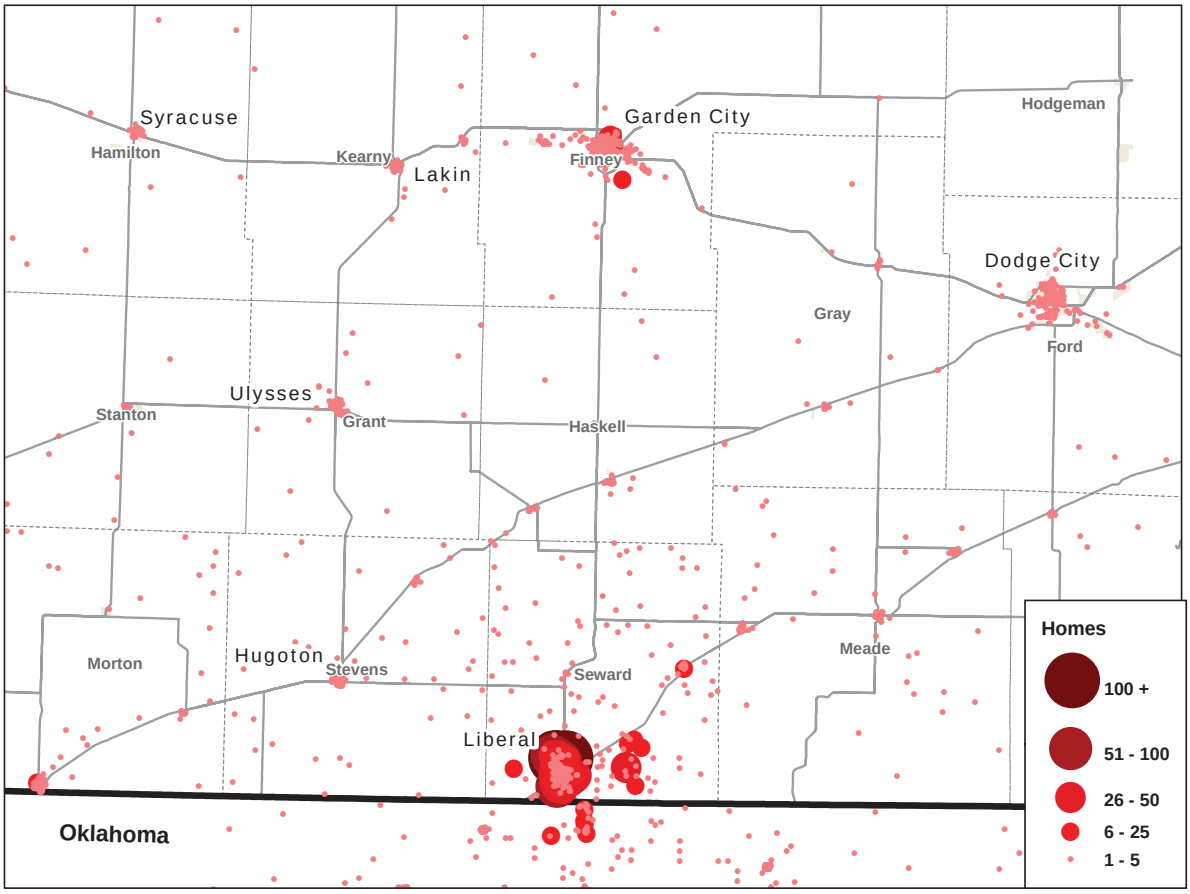
Where Garden City Workers Live - 2011



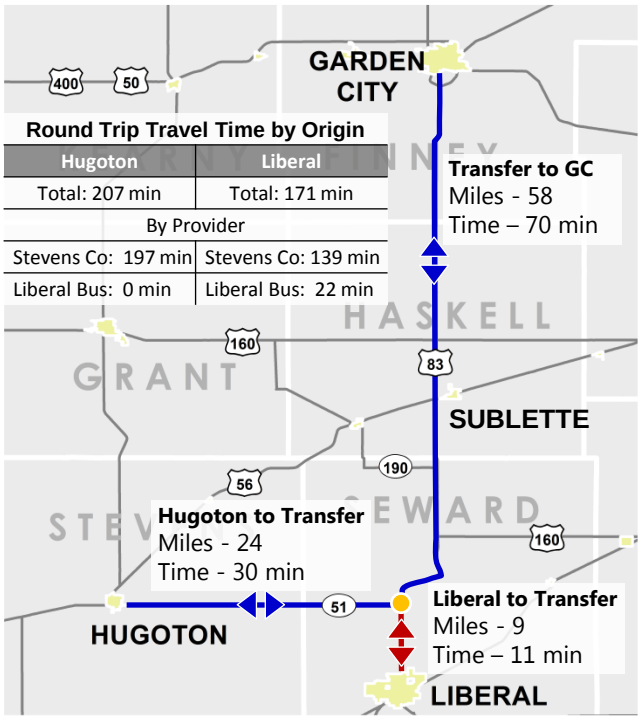
Where Liberal Residents Work - 2011



Where Liberal Workers Live - 2011



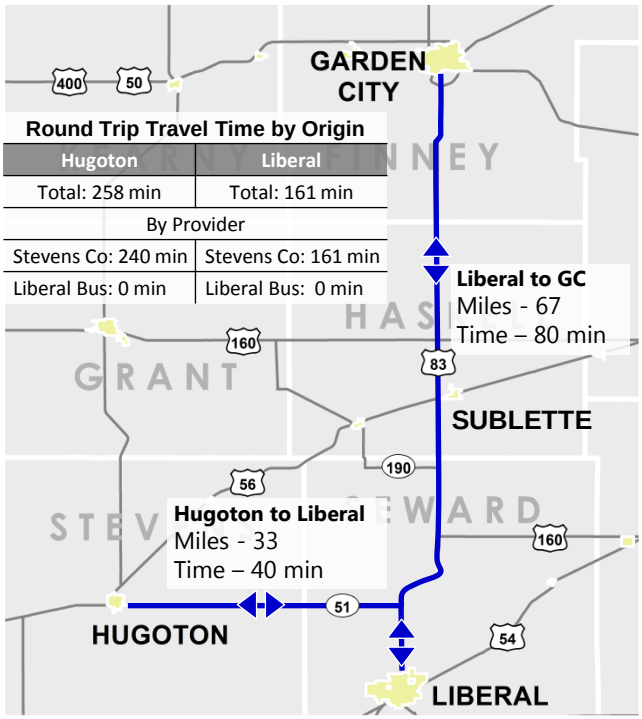
OPTION 1



Round Trip Travel Time by Origin

Hugoton	Liberal
Total: 207 min	Total: 171 min
By Provider	
Stevens Co: 197 min	Stevens Co: 139 min
Liberal Bus: 0 min	Liberal Bus: 22 min

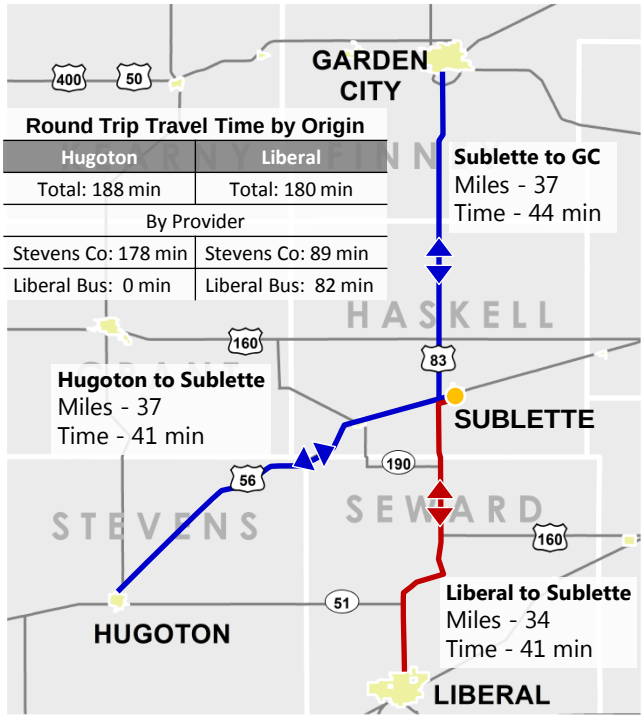
OPTION 2



Round Trip Travel Time by Origin

Hugoton	Liberal
Total: 258 min	Total: 161 min
By Provider	
Stevens Co: 240 min	Stevens Co: 161 min
Liberal Bus: 0 min	Liberal Bus: 0 min

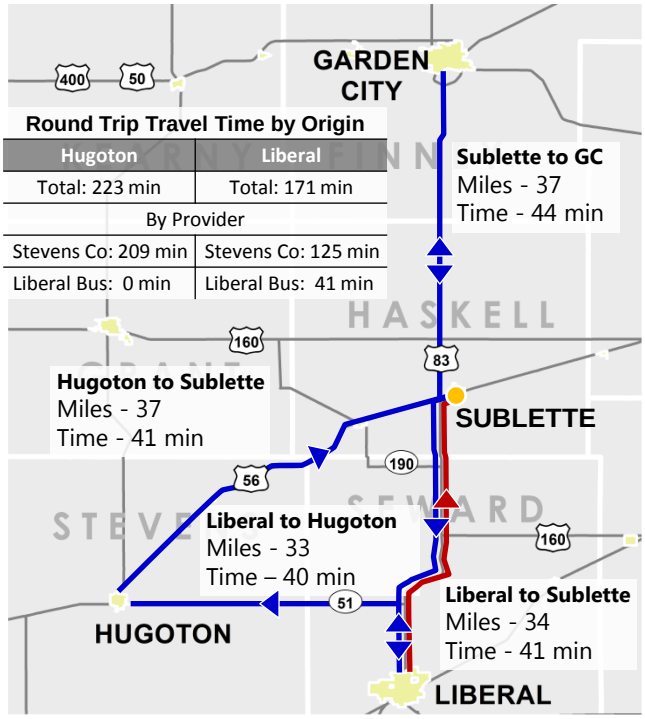
OPTION 3



Round Trip Travel Time by Origin

Hugoton	Liberal
Total: 188 min	Total: 180 min
By Provider	
Stevens Co: 178 min	Stevens Co: 89 min
Liberal Bus: 0 min	Liberal Bus: 82 min

OPTION 4



Round Trip Travel Time by Origin

Hugoton	Liberal
Total: 223 min	Total: 171 min
By Provider	
Stevens Co: 209 min	Stevens Co: 125 min
Liberal Bus: 0 min	Liberal Bus: 41 min

LEGEND

- Provided by Stevens County
- Provided by Liberal City Bus
- Transfer Point

Note: Travel times were calculated assuming an average speed of 50 mph. Total round trip travel times include 5 min allocated for each transfer and 9 min for each boarding/alighting period.

0 5 10 20 30 40 Miles

FIGURE 1: OPTIONS FOR COORDINATED SERVICE TO GARDEN CITY

COORDINATION CONCEPT – PUBLIC TRANSIT SERVICE BETWEEN LIBERAL AND GARDEN CITY

	Response by Provider/Community		
Discussion Element/Options	**Stevens County Health**	**Liberal City Bus**	**Good Samaritan Center**
Is Provider in 5311 Program?	Yes (for FY 14)	Yes (for FY 14)	No (for FY 14) – Has initiated application process for re-instatement. Good Samaritan is confident they can meet the 5311 program requirements.
Do you presently go to Garden City?	Yes – Generally for medical services available (not available in Hugoton) Presently – 3-5 trips per week. No set scheduled day. Other potential destinations – GC airport.	No – Service is provided only within the city limits.	Yes – Exclusively for medical services available in Garden City. Presently – 1 trip per week (April log includes 3 in one week, but no others for remainder of month). No set scheduled day.
Is it reasonable to develop a "scheduled" trip?	Yes.	Not unless additional funding is provided/Additional local match for a trip out of Liberal is unlikely.	Yes, as long as others (non-scheduled) are available.
What is your current route? Is it REASONABLE to modify it to go through Liberal? Is it REASONABLE to establish a transfer point at US 83/Highway 51?	US 56 to US 83 to Garden City. Return on same path. While a modified path through Liberal is longer (could add 45 minutes) than the current, there is support for the regionalization initiative – Yes, modifying the path is feasible. Alternate routing that includes travel through Liberal or a transfer at US 83/Highway 51 or in Sublette have been developed.	Options for carrying Liberal passengers to the junction of US 83/Highway 51 and/or to Sublette have been developed – These are for assessment purposes as there is not likely local support for providing service outside the Liberal city limits.	US 83 to Garden City. Yes – Options at US 83/Highway 51 and in Sublette have been developed.
When does vehicle leave and return?	As early as 7:30 AM and as late as 11:30 AM (no set schedule). Return is as late as 7:00 PM.		It is on-demand.

Discussion Element/Options	Response by Provider/Community		
	Stevens County Health	Liberal City Bus	Good Samaritan Center
Is there vehicle capacity? If no, how large of a vehicle? Would the larger vehicle have other trip uses?	Generally carry 1-3 people. The present vehicle used has capacity to carry 5+1 passenger in a wheelchair.		Yes, generally only 1 – 2 people per trip.
Current Fare? Could this fare be extended to residents in Liberal? If stops along the way, can lower fares be provided to those residents (for example: Sublette)?	$15/Round Trip.		$132/Round Trip – In 5310 program, so no subsidy from other sources. Unless a subsidy source can be found, all other travelers would need to pay the $132/round trip fare – This is not viable as a concept. Additionally, POTENTIAL for new trips at an acceptable fare ($15-20/round trip) is not likely large enough to offset the cost unless there is a subsidy.
What is the minimum new ridership to make the trip viable?	Unknown		
If the concept is potentially viable, are there other individuals/groups that need to be involved in the conversation?	Sublette and possibly Satanta In the future, extending an intercity route from Garden City to Dodge City should be considered (including service through Cimarron).		
Who would customer call?	Options include: • Local provider • Agency that will provide the trip • Finney County Transit (Through a contract with all providers). The alternatives need to be discussed.		
How would providers coordinate trips?	Options include: • Phone calls • Emails • Electronic schedule (Outside vendor) Alternatives need to be discussed.		

Table 2: Ridership Estimates - Liberal to/from Garden City

		April 2013 Rides			Rides Per Capita		
	Population	Total Rides	Local Rides	To/from Garden City	Total	Local	To/from Garden City
Hugoton	3,904	171	77	15	0.044	0.020	0.004
Stevens Co	5,724	171	77	15	0.030	0.013	0.003
Liberal Good Sam	-	170	129				
Liberal City Bus (Paratransit)	20,525	149	149		0.007	0.007	
Liberal City Bus Fixed Route	20,525	1,490	1,490		0.056	0.073	
Liberal City Bus Combined	20,525	1,639	1,639		0.080	0.080	
Garden City	26,658	6,451			0.242		

Estimated Monthly Ridership from Liberal to Garden City

Method 1 - Liberal Generates Garden City Demand Consistent with Stevens County

Assumptions - Generation Rate: 0.003 Trips/Person
Liberal Population: 20,525
Liberal Intercity Trips (Monthy): 54

Method 2 - Liberal to/from Garden City Demand Consistent with Stevens County LOCAL Demand Relative to Garden City Demand

Assumptions - Hugoton to/from Garden City Trips: 15
Hugoton Local Trips: 77
Liberal Local Rides: 1,639
Liberal Intercity Trips (Monthy): 319

Method 3 - Liberal to/from Garden City Demand Consistent with Stevens County TOTAL Demand relative to Garden City Demand

Assumptions - Hugoton to/from Garden City Trips: 15
Hugoton/Stevens County Total Trips: 171
Liberal Total Rides: 1,639
Liberal Intercity Trips (Monthy): 144

Documentation of September 2014 Meeting

Southwest Regional Committee Meeting

Meeting Notes from Garden City

Garden City Meeting

September 10th, 2014

Introduction

Bill introduced himself before asking participants whether they were present during the previous meeting. The last meeting brought up ideas for intercity service and mobility management, while this meeting looks more at costs for these ideas. The main point of this meeting is to see if these ideas make sense to move forward for further development.

The priority needs for this region were identified as:

- Increasing communication
- Increasing intercity transportation and preserve in-town service
- Address insufficient geographic coverage
- Increase coordination with medical providers

Strategy 1: Looking to implement additional stops along currently operating routes.

The four alternate route concepts, including fare estimates, were presented. The goal of this service concept is to provide "some" level of transit access to/from regional center towns for residents in communities along an existing route that travel THROUGH their town. Adding a stop in the small, intermediately located community should not add substantially to the current operators cost and has the potential to generate additional revenue for small agencies presently providing service. Ideas for how the fare revenue could be "classified" (is there a way of quantifying it as contract revenue rather than fares, so that all revenue generated can be used to offset the local subsidy – rather than being extracted from total costs then split between local and non-local) need to be investigated.

Critical to the service success is developing a schedule for when trips would be available and a schedule for the actual trip (when do people get picked up in their home community, how long are they in the regional center town, when would they be dripped back in their home community. The current demand-response concept does not have a pre-determined schedule.

Providers and regional destinations highlighted are:

- Hamilton County Transit – Garden City is their regional center community destination.
- Stevens County Transit – Garden City is their regional center community destination. Stevens County also travels to Liberal, however, there are no intermediate communities along their route (thus, no real coordination opportunity without adding miles/cost to service).

- Lane County Transit – Garden City and Dodge City are regional center destinations.

Comment: Current trips are based on medical appointments. How does that affect the pre-arranged trips?

- Riders would be encouraged to schedule their appointments on the day/days that the regional center trip is scheduled.
- As it is not always possible to schedule medical appointments in a relatively narrow window, residents of communities whose agency would provide the service could still have access to off-schedule trips.
- With little new costs from operating routes with additional stops and increased fare collection, there should be a surplus of funds.
- Hamilton County doesn't want to be part of the strategy. This same person was also unsure whether medical trips would be properly served with the regional strategies.
- If more trips are needed to support any capacity issues, those trips can be provided.

Comment: there's a lot of dead time for both the driver and the rider if trips are being offered for both medical and shopping purposes.

- Each rider usually has multiple trips, so wait times should not be too long unless a rider only has a single trip purpose. People usually know the circumstances of a pre-scheduled trip, so they are prone to accept the reality of sharing a vehicle with multiple other people.
- Josh Powers – We are discussing public transportation that can provide only so much specific individual service, especially when multiple people are making a trip. Needs are not met by the minute or hour. Other stakeholders also commented on this saying many riders wait during the regional center trips because they are just happy to get a ride to their destination. Riders usually know what to expect. People can also use the local systems in each regional center.

Conclusions:

- Hamilton County does not support the concept of making intermediate stops for their trips to Garden City.
- Lane County and Stevens County have interest in advancing the concept.

Strategy 2: Development and Implementation of NEW Regional Center Routes

Information on alternates for providing routes to connect Garden City, Liberal and Dodge City with public transit service was presented. Central to the concept is there does not likely seem to be demand for service that would support daily commute trips. Thus, the service was designed for shopping, medical, and other purposes that do not require daily service.

Comment: At times, people can be stranded for extended periods of time at the Greyhound stations. There is a need for regional coordination between modes and providers. Response: Travelers need to be given information on regional service providers that may be able to get them the last segment of their trip.

Comment: Is anyone offering non-emergency medical trips?

- None of the public transit agencies or elderly-handicapped service provide NEMT trips.

Discussion on costs for regional routes

Bill brought up two different methods of providing new intercity service to the Southwest Region including:

- Linear Method – one vehicle in each city
- Circuit Method – one vehicle in Dodge City and one in Liberal

Two concepts for operations:

- Circuit: Two opposite direction running loops, one from Dodge City and one from Liberal.
- Linear: Vehicles stationed in each community run back and forth to another regional center.

Proposed that a new regional entity would be created to operate the circuit method. Concepts can be offered incrementally, i.e. Garden City to Dodge City could be implemented first.

Kathy Denhardt – Cargill has expressed interest in daily service from Dodge City to Garden City. Census information Kathy has found reflected 2010 estimates of about 385 daily commuters between the two cities, but now maybe the current number is 500 commuters. Bill reminded the stakeholder about the mode split in these areas (transit accounts for maybe 0.5 to 1.0%), so there may be 50 people who would use the service. To operate the four-times per day service needed to even minimally support commuters, the annual cost would be approximately $800,000 to serve a relatively small number of people. This does not seem feasible.

Josh Powers reminded the group our strategies aren't really based on serving the intercity needs of commuters. Costs and distance do not make multiple daily trips very cost effective.

Local match required for the alternate operating concepts ranges from $80,000 and $120,000 annually. Two alternatives for distributing the costs have been included in the analysis:

- As the service has been defined as a concept to connect the three regional centers. Thus, it could be argued that the local match costs should be divided between Garden City, Dodge City and Liberal only. Each would benefit from the service (more people brought to their community with the idea they are going to spend money). Fares would be collected from intermediate communities, but no local entity subsidy.
- All communities provided with service should share in the local subsidy portion of the cost. Logical distribution of costs is population based – similar to other KDOT programs. The meeting handout material included the allocation by community.

Comment: Commissioners will need to be briefed with what the fare recovery would be and what the local match covers in operating expenses.

- Considering the cost to collect fares, should we charge nothing for fares?
- Bill reminded the group to look at the positives of providing the service, including economic development for both the state and individual localities.

Conclusions: There is interest by Dodge City to establish service to Garden City. Not as vocal was whether Garden City officials would support the concept. Not as much support was voiced for Dodge City to Liberal service. Representatives from liberal were not able to stay through this discussion. Follow up with them is needed to gain input. Advancing the service concept will require working with councils from the communities.

Selecting the Linear Service Concept creates an opportunity for phasing implementation. Based on input at the meeting, an initial phase would be service between Garden City and Dodge City (which provides the opportunity for providing intercity service in Cimarron)

Strategy 3: Coordinated Dispatch Within Region

Based on the personnel and facilities available through Finney County Transit, it has been proposed that they serve as the hub for dispatching in the region (assuming this concept advances).

Costs for the service were presented. An assumption of $4.50 per trip was used (SRF derived number from 2013 information obtained from Finney County). Bonnie Burgardt suggested a more accurate number of $6.47 per dispatched ride. This number is likely a conservative estimate for planning purposes, and could be lower if the added trips do not increase labor and/or facilities costs. This cost is based on the current experience of dispatching for Dodge City trips.

The cost assumptions will be updated as the concept discussion continues.

Trip estimates included in the table provided reflect the number of ALL trips, not just the intercity.

Estimates for Dodge City are not included in the table as Finney County Transit is already dispatching for Dodge City. The Dodge City dispatching cost estimates were used to generate the $6.47 per trip.

Level of Interest: Lane County is not interested in coordinating dispatch, nor is Hamilton County. Follow up will need to be done with representatives from Liberal as they needed to leave the meeting before this topic was brought up.

Strategy 4: Mobility Manager

Bill described the Mobility Manager and its expected duties/responsibilities including ride planning and regional coordination. The position could be part-time or full-time, depending on the needs of the region. Having one mobility manager shared between two regions is less likely due to the larger area size of the Southwest Region.

Next steps for the region:

- Develop implementation
  - Priorities across the state
  - Timing
  - Pilots
- Documentation

Wrap-up

Josh Powers concluded the meeting saying there is $6 million available now that won't change. A new pot of money will be available specifically for regional services. July 1st, 2015 is when the switch will be made from the old to the new CTD structure. Regional strategies will take time and may take from three to five years to fully implement.

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Kathy Denhardt PH: 620-682-0011	Mobility Manager Dodge City/Ford County Public Transportation	KathyD@dodgecity.org
Kathleen Holt PH: 620-855-2244	Gray Co. Economic Development Cimarron KS 67835	kholt@ucom.net
Jeff Persons PH: 620-626-2256	Economic Dev. Dir. City of Liberal	jeff.persons@cityofliberal.org
Melanie Lunceford PH: 620-626-2257	Transit Supervison City of Liberal	melanie.lunceford@cityofliberal.org
Duane Drees PH:	Finney Co Commission	ddrees@cox.net
Janet Doll PH: 620-260-5615	Garden City City Commission	janetdoll58@hotmail.com
Randy Partington PH: 620-272-3542	County Administrator Finney County	rpartington@finneycounty.org
Jon Moore / Mark S. PH:	OA	

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Bobbie Mooney PH: 620-272-3626	Regional Transit Mgr. FIT	bmooney@finneycounty.org
Paula M. Rowden, RN, MPH PH: (620) 544-7177 x16	Administrator Stevens County Health Dept.	svcohlth@pid.com
Cliff Mayo PH: 620-277-7104	Finney Comm.	C.Mayo2@cox.net
Melvin L. Dale 275-4377 PH: 620 225 8160 255 6651	City of G.C. City Commission	mdale1@cox.net
Jane Graf PH:	City of Dodge City Adm Asst Parks & Rec Public Transportation	janeg@dodgecity.~~com~~ org
Sam Curran PH: 620-276-1260	Garden City PW	sam.curran@gardencityks.us
John Ellermann PH: 620-272-3564	Finney County Public Works Public Works Director	jellermann@finneycounty.org
Sister Jamie Thome PH: 620-521-1387	FIT board	presence@gckschools.com

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Marcy Duncan PH: 620-272-3626	Asst. Transportation Director Finney County Transit	mduncan@finneycounty.org
Bonnie Burgardt PH: 620-272-3626	Transp. Director Finney County Transit	bburgardt@finneycounty.org
Anna May Velez PH: 620-276-2958	FCCA Board Fit Board	
Crysta Terson PH: 620-397-5356	Lane County Transit Director Lane County Transportation	lanecomm@st-telinet
PH: Jennifer Brecher	Hamilton County VIPS Director	hcvipawbs.net.org
Annie A. Spencer PH: 785-296-5194	KDOT	Annies@ksdot.org
Stacy Cowan PH: 785 296.5284	KDOT	staceyc@ksdot.org
Vanesa Avila PH: 620.227-8803	Arrowhead West, Inc Accountant	vesparza16@hotmail.com

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

MEETING PURPOSE -

DATE -

NAME	TITLE AND ORGANIZATION	EMAIL ADDRESS
Barbara Jensen PH: 620-272-3620	Exec Director, Senior Center of FCo	bjensen@finneycounty.org
Beth Tedrow PH: (620) 276-7066	Finney County Committee on Aging (FCCA) - Chair Finney County FIT (Transit) Board	btedrow@cox.net
Kathy Sanko PH: 620-624-3831	Good Samaritan - Liberal office manager	Ksanko@good-sam.com
PH:		
PH:		
PH:		
PH:		
PH:		

Kansas Department of Transportation

KDOT Regional Transit Business Model Implementation

Enhancing Mobility Improves Quality of Life

Mobility = Opportunity

Committee Meeting

September 10, 2014

OLSSON ASSOCIATES | URS | SRF

Kansas Department of Transportation

KDOT REGIONAL TRANSIT BUSINESS MODEL IMPLEMENTATION

Purpose of Today's Meeting

- Examine operating details and costs of potential strategies to address highest priority needs:
  - Total Costs
  - Local Matching Cost

ESTIMATES

- Discuss willingness to pursue the potential strategies further.

OLSSON ASSOCIATES | URS | SRF

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Review of Top Priority Needs

- Establish/continue regular communication between stakeholders.
- Improve and establish intercity connections to regional centers while preserving in-town transit service.
- Address insufficient geographic coverage.
- Coordinate with medical providers and other destinations on trip scheduling.

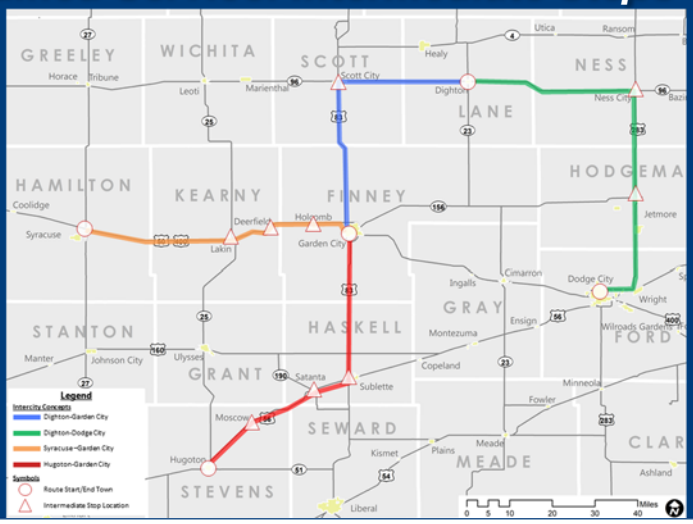
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Strategies to Address Needs

- Modified Intercity Service
- New Intercity Service
- Centralized Dispatch
- Create Regional Mobility Manager
- Migration to Regional Governance for Transit

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Modified Service: Intermediate Stops



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Annual Ridership and Fares

Strategy	Service Frequency	Annual Ridership	Roundtrip Fare	NEW Fare Revenue
Stevens County to Garden City	2 trips per month	Stevens Co.: 24 Intermediate: 85	$15	$1,300
Hamilton County to Garden City	1 trip per week	Hamilton Co.: 85 Intermediate: 117	Syracuse: $50 Lakin: $25 Deerfield: $20 Holcomb: $10	$1,900
Lane County to Garden City	2 trips per month	Lane Co.: 63 Intermediate: 105	Lane Co.: $2 Intermediate: $10	$1,200
Lane County to Dodge City	1 trip per month	Lane County: 15 Intermediate: 58	Lane County: $2 Intermediate: $20	$1,200

Fares are based on current fares charged by the service providers.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Annual Operating Costs

Home Location and Regional Center	Total Annual Cost	KDOT Funds	Local Funds	Fare Revenue	
				Home	New
Stevens Co. – GC	$3,800	$2,400	$1,000	$400	$1,300
Hamilton Co. – GC	$7,500	$2,200	$1,200	$4,400	$1,900
Lane Co. – GC	$6,200	$4,300	$1,800	$100	$1,200
Lane Co. - DC	$3,900	$2,200	$1,600	$100	$1,200

Total Cost-KDOT Funds-Local Funds: Not expected to increase substantially by making stops in intermediate communities.

NEW fares (from intermediate community trips) demonstrates potential for REDUCING the Local Funds and/or KDOT Funds.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Vehicle Capacity

Estimates were based on the following assumptions of vehicle size:

- Stevens County: 8-passenger vehicle (need to purchase)
- Hamilton County: 5-passenger vehicle (currently possess)
- Lane County: 13-passenger vehicle (currently possess)

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

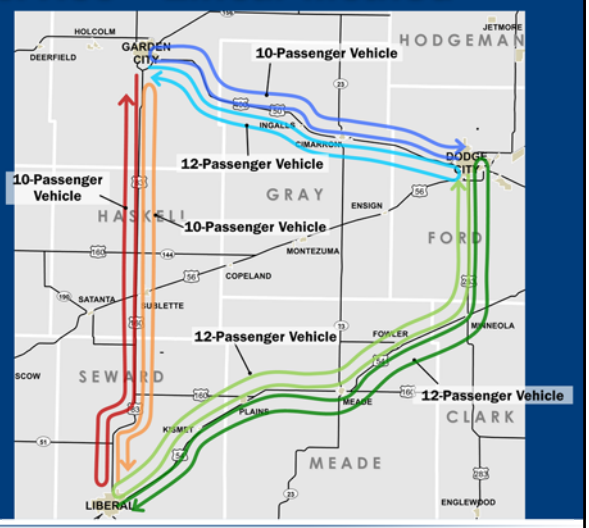
- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

New Intercity Service – Linear Method

Passengers stay with their vehicle for all stops in destination community or, depending on schedule, return to their home community on outbound vehicle stationed in destination community.

NOTE: Vehicle seating descriptions reflect one way city-to-city estimated demand. Final concept would include a standardized vehicle configuration.



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

New Intercity Service – Circuit Method

Passengers travel between stops in their destination community on that community's local service (could be either fixed route or demand-response). Requires establishing an inter-city stop/hub in each community.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Alternatives by the Numbers

Characteristic	Linear	Circuit
Service Frequency	GC-DC: 3 trips per week Lib-DC: 1 trip per week Lib-GC: 2 trips per week	3 days per week
Frequency flexibility	Frequency can be changed independently based on LOCAL demand.	Frequency between cities cannot be changed independently.
Time in destination city	Flexible, dependent on demand	Preset, 2-5 hours
In-town service	Intercity bus	Local transit
Vehicles required	3 (1 in each city)	2 (1 in Lib, 1 in DC)
Vehicle mileage (annual)	105,800	146,000
Total cost (annual)	$349,300	$481,900

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Annual Ridership and Fares

Corridor	Annual Ridership	Roundtrip Fare	Fare Revenue
Liberal – Dodge City	Liberal: 510 Dodge City: 390 Intermediate: 770	$15-$20	$17,500
Liberal – Garden City	Liberal: 680 Garden City: 520 Intermediate: 40	$10-$15	$17,300
Dodge City – Garden City	Dodge City: 1,110 Garden City: 1,140 Intermediate: 60	$10-$12	$25,400

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Estimated Annual Operating Costs

Strategy	Total Cost	Fare Revenue	KDOT Funds	Local Funds
Linear: Liberal – Dodge City	$88,800	$17,500	$49,000	$21,400
Linear: Liberal – Garden City	$102,000	$17,300	$59,300	$25,400
Linear: Dodge City – Garden City	$158,500	$25,400	$93,200	$39,900
Linear: All 3 Cities	$349,900	$60,200	$202,400	$86,700
Circuit: All 3 Cities	$481,900	$61,200	$294,500	$126,200

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

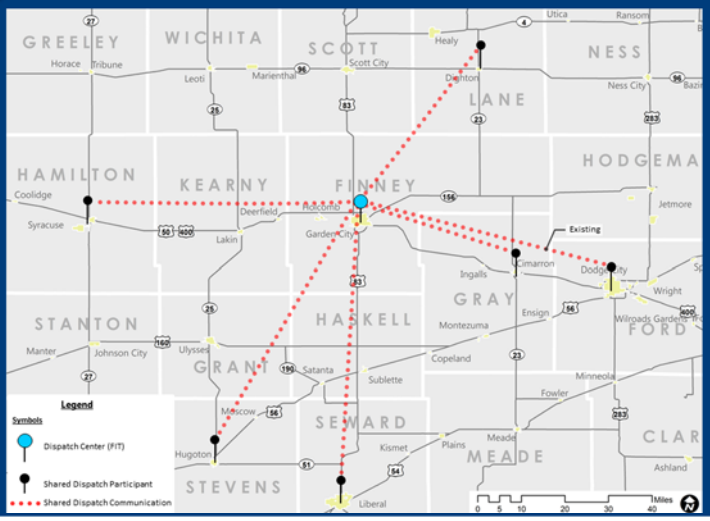
KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Centralized Dispatch

- Housing the scheduling/dispatching operations of multiple transit agencies in one place.
- Providers pool their resources to pay for a single dispatching center operated by an outside organization or one of the participating agencies.

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Opportunities for Coordination



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Participants and Costs

Dispatch Center: Finney County Transit (FIT)

- Estimated cost: $4.50 per scheduled trip

Participant	Estimated Monthly Trips	Annual Operating Costs	KDOT Funds	Local Funds
Stevens County	100	$5,400	$4,300	$1,100
Lane County	150	$8,100	$6,500	$1,600
Hamilton County	100	$5,400	$4,300	$1,100
Liberal	1,500	$81,000	$64,800	$16,200
Cimarron	250	$13,500	$10,800	$2,700

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

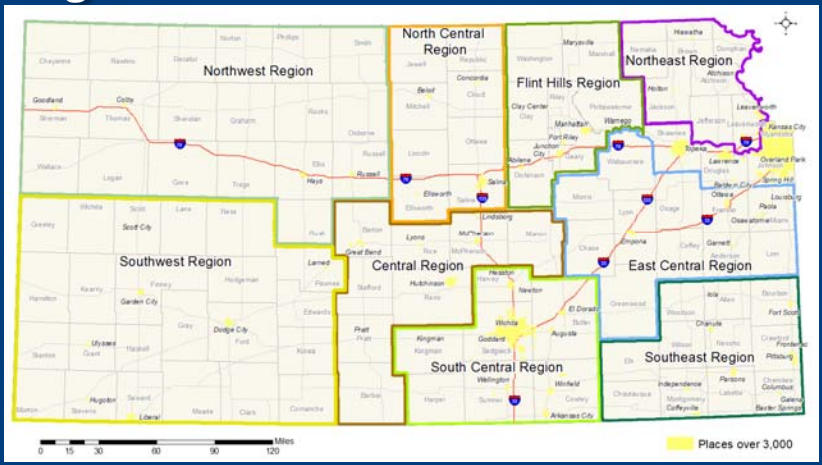
- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Change in Governance – Current CTD Limits

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Change in Governance – Proposed Regions



KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Regional Mobility Manager

Ride Planning

- Connected to Central/ Regional Dispatching
- Resource for All Agencies (5311) – Local and Regional Trips?
- Work with:
  - Individuals needing ride
  - Employers
  - Medical providers

Regional Coordination

- Liaison to Jurisdictions without Transit – But Interested
- Outreach to Expand Transit Role/Use

❖ Need to Figure Out – Is Regional Mobility Manager a FULL TIME job in each of the 9 Region?
❖ Can Two Regions (or more) Share?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

"New" Organization Items To Discuss as Advance

- Who is Involved? (5310, 5311, Others)?
- Is a Formal Regional Entity Needed in Each Region?
- What Type of Service is Covered:
  - Intercity/Inter-county/Inter-region?
  - Local?
  - Only what is "Coordinated"?
- Roles and Responsibilities:
  - Agencies?
  - Jurisdictions in Region?
  - Organizations providing the Local Match?
  - KDOT?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Key Considerations

- Are these service concepts actions the local jurisdictions desire to continue to pursue?
  - Service
  - Funding (Including Local)
- Are there actions that can be moved forward before others? Now?
- Are there other funding options that need to be identified and evaluated?

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Next Steps

- Make Revisions Based on Today
- Expand on Regional Structure Definition
- Develop Implementation:
  - Priorities Across State
  - Timing
  - Pilots?
- Documentation

KDOT REGIONAL TRANSIT
BUSINESS MODEL IMPLEMENTATION

Contacts

Cory Davis
KDOT Public Transit Planner
coryd@ksdot.org
785-296-7984

Mark Swope
Olsson Associates
mswope@olssonassociates.com
913-381-1170