



CITY of NOVI CITY COUNCIL

Agenda Item D
October 8, 2018

SUBJECT: Approval of the 2018 Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Fund Contract and Resolution for the Older Adult Transportation Program in the amount of \$54,454.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services (PRCS)

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

The City of Novi is eligible to receive \$54,454 in Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Funds for 2019. These funds are utilized to support the Older Adult Services (OAS) Transportation Program for Novi residents ages 55 and older, and those younger than 55 with a limiting disability. The first priority of the program is to transport individuals to medical appointments and then for shopping, restaurants, visiting friends, programs/classes or entertainment. The objective is to allow them to participate in activities they may not otherwise be able to. The OAS Transportation Program began in February 1990 with one van funded by The Independence for Life Association and one part-time driver funded by Novi Parks, Recreation and Cultural Services.

In the first full year of operation, there was one vehicle, one driver and 3,390 one-way rides provided. Twenty seven years later in FY 2017-18, the program provided 10,745 one-way rides (including special events). OAS employs one part-time coordinator, two part-time schedulers and 13 part-time drivers with a Recreation Manager overseeing the program.

During the first full year of the curb-to-curb service, the department provided 3,230 one-way rides. It soon became apparent that, as residents discovered this essential new service, the demand would increase dramatically. In the past three years, we have provided 32,109 one-way rides; averaging 10,703 rides per year.

The OAS Transportation Program has been supported by the City of Novi General Fund, farebox fees, partnerships, and SMART Municipal Credits funding. SMART funding is determined by the population of the city.

For FY 2018-19, the operating budget for the Transportation Program is \$183,000, of which \$25,000 is allocated by City Council. OAS is projecting \$15,000 in farebox revenue and \$20,000 in partnerships. Parks, Recreation and Cultural Services' budget will absorb \$68,546.

The chart below shows the percentages of the funding sources received for the transportation program.

Funding Sources	Revenue Account	Amount	% of Funding
Fare Box	208-000.00-653.557	\$15,000	8
General Fund	208-000.00-676.101	\$25,000	13
Parks, Recreation Fund Balance	208-000.00-390.000	\$68,546	38
SMART	208-000.00-653.565	\$54,454	30
Partnerships	208-000.00-665.695	\$20,000	11
TOTALS		\$183,000	100

The OAS Transportation Program is an essential service for many older adults in Novi. The service is a direct lifeline to many and allows them to keep scheduled medical appointments and visit many places at an affordable rate.

The success of the program is evident in hearing the favorable comments from riders who acknowledge how the service is important to their health, convenient for not walking long distances, the ability to be independent and not rely on others, and is stress free, as they don't have to worry about traffic. OAS Transportation has hosted special field trips, as well as vehicle rental opportunities, for groups to attend special occasions after hours for a nominal fee. Additional marketing will be encouraged, as well as restructuring the service area.

Below are a few communities in our area who also manage a transportation program.

Farmington Hills has a curb-to-curb service and operates Monday-Friday from 9 a.m.-3:30 p.m. Their budget is approximately \$200,000 and they receive funding from SMART, farebox, fundraisers, memorial funds and agencies in the community. Farmington Hills utilizes 18 drivers, has 11 vehicles, one part-time coordinator and averages 100 rides per day. There is a \$2 suggested donation each way. (They now have SMART Connector that only charges \$1 each way.)

Livonia has door-to-curb service, operates Monday-Friday from 7 a.m.-6:30 p.m. and Saturday-Sunday 8 a.m.-2:30 p.m. Their budget is from a millage. Fares are \$2 each way. They also drop off at SMART and DDOT hubs in the city. Livonia transportation has approximately 25 drivers with 17 buses and averages 1,000 rides per week.

Northville has curb-to-curb service and operates Monday-Friday from 9 a.m.-4 p.m. Northville charges \$3 each way within the city and township, \$4 within a four-mile radius of the city/township each way and 4-8 miles outside the city/township is \$5 each way. They have five part-time drivers, two schedulers and 10-15 rides per day. Northville funding is received through SMART, City and Township funds and farebox.

CURRENT PROGRAM

The OAS Transportation program currently operates a total of six vehicles. The table below shows vehicle model, seating, mileage, purchase price, depreciation value without a wheelchair lift and the recommended useful life of the vehicle.

Vehicle	Seating	Mileage (updated 9/19/18)	Purchase price	Current Depreciation value	Useful life	Anticipated Replacement Year
2008 Jeep Liberty (#3)	3 passenger	125,496	\$22,978	\$3,195	7	2019/20
2009 Ford E350 Terra Bus (#4)	14 passenger	79,838	\$39,977	\$6,624	7	2019/20
2012 Ford E350 Van (#2)	7 pass or 4 pass 2 w/chairs	127,543	\$35,798	\$4,647	7	2018/19
2016 Dodge RAM Van (#5)	7 pass w/2 w/chairs	55,939	\$44,670	\$19,165	7	2022/23
2016 Dodge Grand Caravan (#6)	6 passenger	52,767	\$21,436	\$11,970	7	2020/21
2017 Ford Transit Connect (#7)	7 passenger 1 w/chair	14,106	\$49,398	\$38,187	7	2025/26

For FY 2017-18, 96,796.20 miles were traveled in 8557.35 hours, spending \$11,614.98 on fuel and about \$9,711.41 on maintenance (oil changes, bodywork, tires, new transmission, and general repairs).

In July 2018 the program expanded its hours from Monday-Friday from 8 a.m.-4:30 p.m. to 8 a.m. – 6:30 p.m., Saturdays remain 9 a.m.-2 p.m. with an additional driver and is closed Sundays. Riders must call one business day in advance to schedule a ride. Rides are scheduled between 7:30 a.m.-4:00 p.m. daily. Transportation is provided to Novi residents only.

Passengers may ride anywhere within the City of Novi for free and \$5 per one-way ride for visits outside the City of Novi, but within 10 miles of Novi Civic Center. This has also been extended to the shopping areas located at Grand River and Wixom Roads, and 8 Mile and Haggerty Roads.

Punch cards are available for \$30 for 7 rides outside of Novi.

RECOMMENDED ACTION: Approval of the 2019 Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Fund Contract and Resolution for the Older Adult Services Transportation Program in the amount of \$54,454.

SMART EEO COMPLIANCE REPORT A Form

COMMUNITY PARTNERSHIP FORM

Agency/Community Information

Program Type: Community Partnership Program (CPP) Specialized Service New Freedom JARC 5310

Name of Agency/Community: City of Novi

Address: 45175 Ten Mile

City: Novi

State: MI

Zip: 48375

Agency/Community Data

1) Has your agency/community completed in excess of \$1,000,000 in DOT federally-funded contracts in the past year? Yes No

2) Does your agency/community employ over fifty (50) transit related employees? Yes No

If the answers to the previous two questions were both "Yes", Please forward your agency's/community's Affirmative Action plan to the address below:

SMART
Buhl Building
535 Griswold Street, Suite 600
Detroit, MI 48226
Attn: EEO Coordinator

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A form? Yes No N/A

Drug and Alcohol Testing Program Requirements

Does your agency/community have a DOT Drug and Alcohol testing program for safety sensitive employees? (Vehicle operators, dispatchers, mechanics and armed security) Yes No

Name of your Drug and Alcohol testing program manager:

Phone Number:

Email Address:

Please Proceed to Employment Data Section on the next page.

SMART EEO COMPLIANCE REPORT A Form

COMMUNITY PARTNERSHIP FORM

Employment Data

Report all **Transit** related permanent, temporary, or part-time employees including apprentices and on-the-job trainees.

Enter the appropriate figures in the boxes below relating to an employee's race and gender.

Job Classification	Race																	
	Total				Non Minority		Minority											
					White		African American		Hispanic		Asian		Pacific Islander		American Indian		Multi Race	
	Employees	Male	Female	Minority	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials/Manager	1		1			1												
Professionals																		
Technicians																		
Sales Workers																		
Office and Clerical Staff	3	1	2		1	2												
Skilled Crafts																		
Operators	14	11	3		9	3	2											
Laborers																		
Service Workers																		
Journey Workers																		
Apprentices																		
Total	18																	

Certification

How was this information obtained? Visual Survey: Yes No Employment Records: Yes No

Name of authorizing official(Print): Jessica Mistak Title: Recreation Supervisor

Telephone: 248-735-5616 Ext: Email: jmistak@cityofnovi.org

Signature: Date: 9/19/18

Name of person completing report: Jessica Mistak Title: Recreation Supervisor

Telephone: 248-735-5616 Ext: Email: jmistak@cityofnovi.org

EXHIBIT A

NOVI PROJECT DESCRIPTION FISCAL YEAR 2019 – JULY 1, 2018 through JUNE 30, 2019

Overall Project Description (Provide a descriptive narrative):

The City of Novi Older Adult Transportation Program is an advance reservation transportation service for older adults and disabled non-seniors provided by the City of Novi Parks, Recreation and Cultural Services Department. The priority of the Transportation Program is to provide rides for medical appointments, trips to hospitals, grocery stores, banks, malls, and numerous other facilities. Particular emphasis is placed on transporting riders to Meadowbrook Activity Center, Novi Civic Center and the Novi Public Library as well as city-sponsored events. The City promotes the program through the Parks, Recreation and Cultural Services catalog, Engage!, Enhance the Older Adult Services e-newsletter, as well as flyers, advertisement on the local cable station, community presentations, Facebook, etc. Riders are given a brochure with information about the transportation program the first time they use the service.

Service Area (Provide geographic boundaries):

Service for the Novi Transportation Program is available to residents within 10 miles from the Novi Civic Center. In some cases, the medical facility may be located just outside of the 10 mile distance and consideration will be given based on availability.

Service Times (Provide days and hours of service):

Transportation is available 8am-7pm Monday-Friday (last pick-up is 6:30pm in Novi or 6:00pm out of Novi) and 9am-3pm Saturday (last pick-up is at 2:30pm). There are no Sunday hours. Reservations are required at least business 1 days in advance and are scheduled based on availability. Riders may schedule rides between the hours of 7am-4pm daily by calling 248-735-5617 or can book any time on the self-service booking portal. Riders should allow some flexibility in their appointment scheduling to account for traffic, construction and weather conditions. Drivers may be up to 15 minutes early or late, depending on the conditions.

Eligible User Groups (Users eligible to use the service):

Novi residents 55+ or those younger than 55 with a limiting disability are eligible. The service cannot accommodate children.

Fare Structure (Cost to Use Service):

Rides within the City of Novi are free of charge and \$5.00 one-way outside the City limits. A punch card is available for passengers to use in place of cash and is purchased from a driver or at the Older Adult Services Office.

Service Mode (Describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

The program utilizes:

- 1 vehicle with 6 seats without wheelchairs or 2 wheelchairs and 4 seats
- 1 vehicle with 8 seats without wheelchairs or 2 wheelchairs and 4 seats
- 1 vehicle with 7 seats 1 wheelchair
- 1 jeep with 1 in front seat and 2 in back
- 1 van with 6 seats
- 1 van with 14 seats

Note: Accommodations for motorized chairs may be restricted based on lift limitations.

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: Novi

Contract Period: July 1, 2018 through June 30, 2019

Account Number: 48231

OPERATING EXPENSES:

Administrative Fee: *(All employees
other than drivers and dispatchers)*
(10% max. of MC & CC funds)

Driver Wages	\$150,000
Fringe Benefits	
Gasoline & Lubricants	\$13,000
Vehicle Insurance	0
Parts, Maintenance Supplies	\$20,000
Mechanic Wages	0
Fringe Benefits	0
Dispatch Wages	0
Other (Specify)	0

Sub-Total (Operating Expenses) \$183,000

PURCHASED SERVICE:

Taxi Service	0
Charter Service	0
SMART Bus Tickets	0
SMART Shuttle Service	0
SMART Dial-A-Ride	0
Other (Specify)	0

Sub-Total (Purchased Service) 0

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment	0
Software	0
Vehicle	
Maintenance Equipment	0
Other (Specify)	0

Sub-Total (Capital Equipment) 183,000

TOTAL EXPENSES:

**Operating Expenses, Purchased Service,
and Capital Equipment:**

Novi EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	\$54,454.00
Community Credit Funds	\$0
Specialized Services Funds	0
General Funds	\$25,000
Farebox Revenue	\$15,000
In-Kind Service	0
Special Fares (Contracted Service)	0
Other (Specify)	\$20,000 St. John Mission Fund \$68,546 from Parks, Recreation and Cultural Services fund balance.

TOTAL REVENUE:

183,000

(Note: ***TOTAL EXPENSES*** must equal ***TOTAL REVENUE***)



**SMART MUNICIPAL CREDIT PROGRAM
RESOLUTION**

WHEREAS, the City of Novi is desirous of maintaining the existing Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Program, and

WHEREAS, this program provides an essential service to senior citizens and handicapped individuals.

NOW, THEREFORE, BE IT RESOLVED that the Novi City Council hereby requests the 2019 Municipal Credit funding from Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.), in the amount of \$54,454, and

BE IT FUTHER RESOLVED that funding be distributed in the following manner:

Novi Older Adult Transportation Program

\$54,454

Total \$54,454

Certification

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Novi at a Regular Meeting held the 8th day of October 8, 2018.

Cortney Hanson, City Clerk

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Andrew Mutch

Kelly Breen

City Manager
Peter E. Auger

**Parks, Recreation & Cultural
Services Director**
Jeffrey A. Muck

Older Adult Services Manager
Karen M. Kapchonick

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2019

I, Bob Gatt, as the Mayor of the **CITY OF NOVI** (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period **July 1, 2018 through June 30, 2019** (Section 1 below), and **Community Credits** available for the period **July 1, 2018 through June 30, 2019** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$54,454.00** in **Municipal Credit** funds as follows:

- | | |
|--|------------------------------------|
| (a) Transfer to <u>Novi</u>
<small>TRANSFEEEE COMMUNITY</small> | Funding of: \$ <u>\$54,454</u> |
| (b) Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ <u>\$54,454</u> |
| (c) Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) Services Purchased from Subcontractor | At the cost of: \$ _____ |
| _____
(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement) | _____ |

Total \$54,454.00

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All Municipal Credit funding must be spent by _____; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$0** in **Community Credit** funds available as follows:

- | | |
|--|--------------------------|
| (a) Transfer to _____
<small>TRANSFEEEE COMMUNITY</small> | Funding of: \$ _____ |
| (b) Van/Bus Operations
(Including Charter and Taxi services) | At the cost of: \$ _____ |
| (c) Services Purchased from SMART
(Including Tickets, Shuttle Services/Dial-a-Ride) | At the cost of: \$ _____ |
| (d) Capital Purchases | At the cost of: \$ _____ |

(e) Services Purchased from Subcontractor

At the cost of: \$ _____

(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$0

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY _____, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by _____; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

CITY OF NOVI

By: _____

Date _____

Its: _____

**SUBURBAN AUTHORITY FOR
REGIONAL TRANSPORTATION**

By: _____

Date _____

John C. Hertel
General Manager