



CITY of NOVI CITY COUNCIL

**Agenda Item H
August 8, 2016**

SUBJECT: Approval of the 2017 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 2017. 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 five years later in FY 2015-16, the program provided 10,702 one-way rides (including special events). OAS employs one part-time coordinator, two part-time schedulers and 13 part-time drivers with the OAS 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 32,634 one-way rides; averaging 10,878 rides per year.

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

For FY 2016-17, the operating budget for the Transportation Program is \$160,000, of which \$25,000 is allocated by City Council. OAS is projecting \$30,000 in farebox revenue, \$10,000 in vehicle advertising and \$15,000 in partnerships. Parks, Recreation and Cultural Services budget will absorb \$25,546.

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	\$30,000	19
General Fund	208-000.00-676.101	\$25,000	16
Parks, Recreation Fund Balance	208-000.00-650.000	\$25,546	16
SMART	208-000.00-653.565	\$54,454	34
Partnerships	208-000.00-665.695	\$15,000	9
Vehicle Advertising	208-000.00-665.000	\$10,000	6
TOTALS		\$160,000	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 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 seven 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 6/20/16)	Purchase price	Current Depreciation value	Useful life
2008 Jeep Liberty (#6)	3 passenger	94,378			7
2009 Ford E350 Van (#9)	14 passenger	59,725	\$39,977	\$22,844	7
2010 Ford Crown Vic (car)(#7)	4 passenger	119,185	\$20,806	\$11,772	7
2011 Ford E250 Van(#1)	8 pass or 4 pass and 2 w/chair	100,853	\$31,918	\$27,359	7
2012 Ford E350 Van (#5)	6 pass or 4 pass 2 w/chairs	82,214	\$35,798	\$33,241	7
2015 Dodge RAM Van (#3)	7 pass w/2 w/chairs	15,974	\$44,670	\$38,289	7
2016 Dodge Grand Caravan (#2)	6 passenger	7,682	\$21,436		7

For FY 2015-16, more than 94,093 miles were traveled in 8,017 hours, spending \$12,065 on fuel and about \$16,500 on maintenance (oil changes, body work, tires, general repairs).

The program operates Monday-Friday from 8 a.m.-4:30 p.m., Saturdays 9 a.m.-2 p.m. and is closed Sundays. Riders must call two days in advance to schedule a ride. Rides are scheduled between 7:30 a.m.-4:30 p.m. daily. Transportation is provided to Novi residents only.

Passengers may ride anywhere within the City of Novi for a nominal fee of \$3 per one-way ride and \$5 per one-way ride for visits outside the City of Novi, but within 10 miles of Novi Civic Center. There are complimentary rides to Meadowbrook Activity Center, Novi Civic Center, Novi Public Library or to any program sponsored by City of Novi.

Punch cards are available for the following rates:

- 10 rides within the City \$30
- 6 rides outside the City \$30

RECOMMENDED ACTION: Approval of the 2017 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.

	1	2	Y	N
Mayor Gatt				
Mayor Pro Tem Staudt				
Council Member Burke				
Council Member Casey				

	1	2	Y	N
Council Member Markham				
Council Member Mutch				
Council Member Wrobel				

EXHIBIT A

PROJECT DESCRIPTION

COMMUNITY: City of Novi Senior Transportation
PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2017 – JULY 1, 2016 through JUNE 30, 2017

Overall Project Description (please 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, as well as numerous other facilities. Particular emphasis is placed on transporting riders to Meadowbrook Activity Center, Civic Center and the Novi Library as well as other City sponsored events. The City promotes the program through the Parks, Recreation & Cultural Services brochure, Engage!, Enhance, the Older Adult Services newsletter, as well as flyers, advertisement on the local cable station, community presentations, etc. Riders are also given a brochure with information about the transportation program the first time they use the service.

Service Area (please provide geographic boundaries):

Service for the Transportation Program is available to residents for trips within 10 miles from the Novi Civic Center. In some cases, the medical facility may be located just outside the 10 mile distance and consideration will be given to those special requests, if timing is appropriate.

Service Times (please provide days and hours of service):

Transportation is available 8am-5pm Monday–Friday (last pick-up is at 4:30pm in Novi or 3:30pm out of Novi) and 9–3pm Saturday (last pick-up is at 2:30pm). There are no Sunday hours. Reservations are required at least 2 days in advance and are scheduled based on availability. Riders may schedule rides between the hours of 7am and 4pm daily by calling 248-735-5617. 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 (please set forth users eligible to use the service):

All Novi residents, age 55+ or those under 55 with a limiting disability. The service cannot accommodate children.

Fare Structure:

Fares within the City are \$3.00 one-way and \$5.00 one-way outside the City limits. A complimentary ride is provided to the Meadowbrook Activity Center, Civic Center and Library and to programs sponsored by the City of Novi. A punch card is also available to passengers to use in place of money and is purchased from a driver or at the Older Adult Services Office.

Service Mode (please 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 and 2 wheelchairs
- 1 car with 1 in front seat and 3 in back
- 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 OPERATION BUDGET**

COMMUNITY: *City of Novi Senior Transportation*
PROJECT: **Municipal and Community Credits Program**
FISCAL YEAR 2017: **JULY 1, 2016 through JUNE 30, 2017**

OPERATING EXPENSES:

Administrative Fee (<i>max. is 10% of MC/CC Funds</i>)	\$ -
Driver Wages	\$ 120,000.00
Fringe Benefits	\$ -
Gasoline & Lubricants	\$ 15,000.00
Vehicle Insurance	\$ -
Parts, Maintenance Supplies	\$ 25,000.00
Mechanic Wages	\$ -
Fringe Benefits	\$ -
Dispatch Wages	\$ -
Cell phones or other overhead costs (<i>Specify</i>)	\$ -
Sub Total (<i>Operating Expenses</i>)	<u>\$ 160,000.00</u>

PURCHASED SERVICES

Taxi Service	\$ -
Charter Service	\$ -
SMART Bus Tickets	\$ -
SMART Shuttle Service	\$ -
SMART Dial-A-Ride	\$ -
Sub Total (<i>Purchased Service</i>)	<u>\$ -</u>

CAPITAL EQUIPMENT

(Only list purchases to be made with Community Credits)

Computer Equipment	\$ -
Software	\$ -
Vehicle	\$ -
Maintenance Equipment	\$ -
Other (<i>Specify</i>)	\$ -
Sub Total (<i>Capital Equipment</i>)	<u>\$ -</u>

TOTAL EXPENSES

(Operating Expenses, Purchased Service and Capital Equipment)

\$ 160,000.00

REVENUES:

Municipal Credit Funds	\$ 54,454.00
Community Credit Funds	\$ -
Specialized Services Funds	\$ -
General Funds	\$ 50,546.00
Farebox Revenue	\$ 30,000.00
In-Kind Service	\$ -
Special Fares (<i>Contracted Service</i>)	\$ -
Other (<i>Specify</i>) <i>Grant/Advertising</i>	\$ 25,000.00

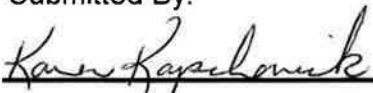
TOTAL REVENUE:

\$ 160,000.00

Submitted By:

Title

Date



Older Adult Services Manager

7/25/2016

(Note: Total Expenses MUST equal Total Revenue)

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 Road

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

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

I, _____, as the _____ of 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** (Section 1 below), and **Community Credits** (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** in **Municipal Credit** funds as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 54,454
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)

Total \$ 54,454

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 projected revenue estimates. 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 funding must be spent by September 30, 2018; 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 _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ _____
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Capital Purchases At the cost of: \$ _____

Total \$ 0

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2017

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 2017, 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 June 30, 2019 unless approval from SMART General Manager is obtained to extend Community Credits for an additional 2 years to allow accrual for major capital projects; 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 Mobility Authority for
Regional Transportation

Date _____

By: _____

John C. Hertel
General Manager



**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 2017 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 (less SMART administration fees)

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 August 8, 2016.

Cortney Hanson, City Clerk

CITY COUNCIL

Mayor
Bob Gatt

Mayor Pro Tem
Dave Staudt

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Brian Burke

City Manager
Peter E. Auger

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

Older Adult Services Manager
Karen M. Kapchonick