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CITY of NOVI CITY COUNCIL

**Agenda Item C
October 25, 2010**

SUBJECT: Approval of the 2011 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$44,713 towards the Novi Senior Van Transportation Service.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services

CITY MANAGER APPROVAL: *[Signature]*

EXPENDITURE REQUIRED	\$146,903 (offset by \$44,713 credit, \$15,000 CDBG, \$30,000 farebox)
AMOUNT BUDGETED	\$157,900
APPROPRIATION REQUIRED	n/a
LINE ITEM NUMBER	208-695.00-960.557

BACKGROUND INFORMATION:

The City of Novi is eligible to receive \$44,713 in Municipal Credit Funds for 2011. These funds are utilized to support the Senior Van Transportation Service for Novi older adult residents age 55 and over and physically and mentally challenged non-senior residents. Transportation is available for Novi residents during the weekday hours of 8am – 9pm and on Saturday from 9am – 5pm.

Novi Senior Transportation is an essential service for the older adults of Novi. In 2009-2010 11,721 one way rides were provided by the Senior Van Transportation Service.

RECOMMENDED ACTION: Approval of the 2011 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$44,713 towards the Novi Senior Van Transportation Service.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Gatt				
Council Member Crawford				
Council Member Fischer				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

**MUNICIPAL CREDIT CONTRACT
FOR FY 2011**

I, David Landry, on behalf of the **City of Novi** apply to Suburban Mobility Authority for Regional Transportation (SMART) for our municipal credits for the period of July 1, 2010 to June 30, 2011, and agree that the Municipal Credit/Community Credit Master Contract, which is incorporated herein, by reference, will form part of this agreement.

Our community agrees to use the \$44,713 in **Municipal Credit** funds available to us as follows:

(1) Transfer \$ _____ to _____
TRANSFeree COMMUNITY

At the cost of \$ _____

(2) Transportation program operated/administered by the community
(Includes Charters, Van/Bus Program, Taxi Reimbursement)

At the cost of \$ 44,713 _____

Total \$ 44,713 _____

Exhibits A and B as completed are attached hereto and made a part hereof.

City of Novi

By: _____
David Landry

Date: _____

Its: Mayor _____

**Suburban Mobility Authority
for Regional Transportation**

Date: _____

By: _____
General Manager

MUNICIPAL CREDIT CONTRACT FOR FY 2011

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(2) Transportation program operated/administered by the community
(Includes Charters, Van/Bus Program, Taxi Reimbursement)

At the cost of \$ 44,713

Total \$ 44,713

Exhibits A and B as completed are attached hereto and made a part hereof.

City of Novi

By: _____
David Landry

Date: _____

Its: Mayor

Suburban Mobility Authority for Regional Transportation

Date: _____

By: _____
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 2011 Municipal Credit funding from Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.), in the amount of \$44,713, and

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

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Gall

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Justin Fischer

City Manager
Clay J. Pearson

Parks, Recreation &
Cultural Services Director
Randy Auler

Senior Services Manager
Rachel Zagaroli

Novi Senior Van Program	<u>\$44,713</u>
Total	\$44,713 (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 the 25th day of October, 2010.

Maryanne Cornelius, City Clerk

Novi Senior Center
25075 Meadowbrook Road
Novi, Michigan 48375
248.347.0414
248.347.0490 fax

cityofnovi.org

Exhibit A

Novi Senior Van Transportation System

DESCRIPTION

The City of Novi Senior Transit System is an "advance reservation" transportation service for seniors and disabled non-seniors provided by the City of Novi Parks, Recreation and Cultural Services Department. The priority of the Van Transportation program is to provide rides for medical appointments, trips to the hospitals, grocery stores, banks, malls, as well as numerous other facilities. Particular emphasis is placed on transporting riders to the senior citizen center, city hall and the 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 newsletter, as well as flyers, advertisement on the local cable station, community presentations, etc.

SERVICE AREA

Service for Van Transportation is available to residents for trips within the City of Novi boundaries, as well as up to 10 miles outside the City for medical appointments only. In some cases, the medical facility may be located just outside the 10 mile radius and consideration will be given to include those special requests, if timing is appropriate.

SERVICE HOURS

Regular on-demand Van Transportation is available 8am-4pm Monday-Friday and 9am-2pm Saturday. Advance notice of 2 days is required for transports during regular business hours. Expanded on-demand Van Transportation is available until 9pm Monday-Friday, and 5pm on Saturday for employment or medical appointments only that can not be made during regular transportation hours. Advance reservation of 72 hours is required for transports during the expanded hours of service. There are no Sunday hours. Clients may schedule rides between the hours of 7:30am and 4:30pm daily by calling (248) 735-5617. Riders should allow some flexibility in their appointment scheduling to account for traffic, construction and weather conditions. We may be up to 15 minutes early or late, depending on the conditions.

ELIGIBLE USER

All Novi residents, age 55 and above, are eligible for the transit service, as well as disabled non-seniors approved by the Novi Parks, Recreation and Cultural Services Department. The highest priority is given to seniors who have no other form of transportation.

FARE STRUCTURE

Fares within the City are \$4.00 one-way (per stop) and \$6.00 one-way outside the City limits for medical appointments only. A \$1 fee is charged per one way ride to the Senior Center, Civic Center and Library. A punch card is also available to passengers to use in place of money and is purchased at the Senior Center or from a driver. Rides are available to those with income restrictions.

SERVICE LEVEL

Potential riders must call the Scheduling Clerk a minimum of 48 hours in advance. No reservations may be made with the driver. Riders must inform scheduler of they are in need of extra help getting to the vehicle or if they can not move on their own, must provide a caregiver that is allowed to ride free of charge.

SERVICE MODE

The program utilizes 2-14-passenger van, 2-8 passenger vans with lift and two wheelchair lockdowns, 1 – either 8 passenger or 2 passenger with 2 wheelchair mini van, 1 – 7 passenger mini van and 1 city pool car for a total of 7 vehicles. Note: We do provide wheelchairs to those that need one from our loan closet if in stock, but we can not accommodate all types of motorized chairs, due to limitations of our lifts.

08/22/10

EXHIBIT B

PROJECTED OPERATING BUDGET

Municipality: City of Novi

Project: Novi Senior Transportation

Contract Period: July 1, 2010 – June 30, 2011

Account No: 48 223

OPERATING EXPENSES:

Administrative Fee
(10% max. of MC & CC funds)

Driver Wages 11,0903

Fringe Benefits _____

Gasoline & Lubricants 18,000

Vehicle Insurance _____

Parts, Maintenance Supplies 18,000

Mechanic Wages _____

Fringe Benefits _____

Dispatch Wages _____

Other (Specify) _____

Sub-Total (Operations & Maintenance) 146,903

Purchased Service

Taxi Service _____

Charter Service _____

SMART Bus Tickets _____

SMART Shuttle Service _____

SMART Dial-A-Ride _____

SUB-TOTAL _____

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment _____

Software _____

Vehicle _____

Maintenance Equipment _____

Other (Specify) _____

Sub-Total _____

TOTAL EXPENSES: 146,903

EXHIBIT B (Page 2)

REVENUES:

Municipal Credit Funds	<u>44,713</u>
Community Credit Funds	<u>15,000</u>
Specialized Services Funds	<u> </u>
General Funds	<u>57,190</u>
Farebox Revenue	<u>30,000</u>
In-Kind Service	<u> </u>
Special Fares (Contracted Service)	<u> </u>
Other (Specify)	<u> </u>

TOTAL REVENUE:

146,903

(Note: Total Expenses must equal Total Revenues)

Submitted By:

Title

Date:

Rachel Zugardie

Sr. Sr. Mgr.

10/13/10

Employment Data (continued)

Employment at this establishment-Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees. Enter the appropriate figures.

Job Categories	Current Workforce				Under-utilization		Estimated Number of Vacancies	20____ Goals				Ultimate Goals				
	No. of Employees	Minority		Female		Min.		Fem.	Minority		Female		Minority		Female	
		#	%	#	%				#	%	#	%	Year	%	Year	%
Officials/Managers	1			1	100%											
Professionals																
Technicians																
Sales Workers																
Office and Clerical and Secretaries	3	0	0	1	33%											
Craftsmen (Skilled)																
Operators (semi. Skilled)																
Workers (Unskilled)																
Service Workers Drivers	9	1	11%	1	11%											
Truck Drivers																
Apprentices																
Other																

Name of authorized official: Rachel Zagoroli Title: Senior Services Manager
 Signature: Rachel Zagoroli Date: 9/22/10
 Name of person to contact: Glenn Caldwell Title: Customer Serv. REP
 Address: 45175 W. 10 Mile RD City: Novi
 State: MI Zip Code: 48375 Area Code: 248 Telephone Number: 347-0452 Ext.:
 Was information as to race or ethnic group obtained? Visual Survey Employment Records

Do not write below this line. For SMART Only.

3	Awardable		Signature	Comments
	Yes	No		