



CITY of NOVI CITY COUNCIL

Agenda Item I
September 14, 2015

SUBJECT: Approval of the 2016 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 2016. These funds are utilized to support the Older Adult Services Transportation Program for Novi residents age 55 and over and physically challenged non-senior residents. The first priority of the program is to transport older adults to medical appointments and then for shopping, restaurants, visiting friends, going to the movies and allowing them to participate in activities they may not otherwise be able to do. The Older Adult Services 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 FY 2014/2015, the program provided 12,034 one way rides (including special events).

The OAS Transportation Program has been supported by the City of Novi General Fund, farebox fees, program donations, advertising and Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credits funding. SMART funding is determined by the population of the city.

For FY 2015-2016 the operating budget for the Transportation Program is \$158,770 of which City Council contributed \$25,000. The Older Adult Services is projecting \$30,000 in farebox revenue and \$2,400 in vehicle advertising and \$20,000 in program donations. Parks, Recreation and Cultural Services budget will absorb \$26,916.

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	208-000.00-390.000	\$26,916	17
SMART	208-000.00-653.565	\$54,454	34

Program donations	208-000.00-665.695	\$20,000	12
Vehicle Advertising	208-000.00-665.000	\$ 2,400	2
TOTALS		\$158,770	100%

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

Farmington Hills: provides a curb to curb service, operates Monday-Friday from 9am-3:30pm. 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, 1 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: provides curb to curb service, operates Monday-Friday, 7am-6:30pm, Saturday and Sunday 8am-2:30pm. 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 22 drivers with 22 buses and average 1000 rides per week.

Northville: provides curb to curb service, operates Monday-Friday from 9am-4pm. Northville charges \$3 each way within the city, \$4 within a 4 miles radius of the city each way and 4-8 miles outside the city is \$5 each way. They have 4 part-time drivers and 1 scheduler and have 10-15 rides per day. Northville Funding is received through SMART, City and Township funds and farebox.

CURRENT PROGRAM

The Older Adult Services Transportation program currently operates a total of 7 vehicles. The table below shows year, seating, mileage, purchase price, depreciation value (not including a wheelchair lift) and the recommended useful life of the vehicle.

Vehicle	Seating	Mileage (updated 8/1/15)	Purchase price	Current Depreciation value	Useful life
2008 Jeep Liberty (#6)	3 passenger	77,670			7
2009 Ford E350 Van (#9)	14 passenger	44,490	\$39,977	\$22,844	7
2010 Ford Crown Vic (car)(#7)	4 passenger	114,825	\$20,806	\$11,772	7
2011 Ford E250 Van(#1)	8 pass or 4 pass and 2 w/chair	89,327	\$31,918	\$27,359	7
2012 Ford E350 Van (#5)	6 pass or 4 pass 2 w/chairs	66,670	\$35,798	\$33,241	7
2015 Dodge RAM Van (#3)	7 pass w/2 w/chairs	4,338	\$44,670	\$38,289	7

In FY 2014-2015 over 97,531 miles were traveled in 7,963 hours, spending \$20,172 on fuel and approximately \$10,000 on maintenance (oil changes, body work, tires, and general repairs).

OAS Transportation employs 1 part-time coordinator, 2 part-time driver/schedulers and 12 part-time drivers and is supervised by the Older Adult Services Manager.

The program operates Monday through Friday from 8am-4:30pm and Saturday 9–2pm and closed on Sunday. Riders must call 2 days in advance to schedule a ride. Rides are scheduled between the hours of 7:30am and 4:30pm 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 from the Novi Civic Center. There are complimentary rides to Meadowbrook Activity Center, 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 2016 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 Casey				
Council Member Markham				

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

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT

for FY - 2016

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: \$ _____
(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, 2017; 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 - 2016

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 2016, 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, 2018 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 _____

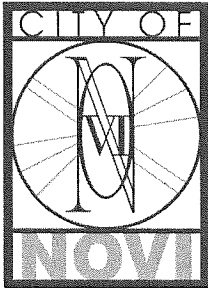
Its: _____

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 2016 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 the 14th day of September, 2015.

Maryanne Cornelius, City Clerk

CITY COUNCIL

Mayor

Bob Gatt

Mayor Pro Tem

Dave Staudt

Justin Fischer

Wayne Wrobel

Laura Marie Casey

Gwen Markham

Doreen Poupard

City Manager

Peter E. Auger

Parks, Recreation & Cultural Services Director

Jeffrey A. Muck

Older Adult Services Manager

Karen M. Kapchonick

City of Novi Older Adult Services

45175 W. Ten Mile Road
Novi, Michigan 48375
248.347.0414
248.347.0490 fax

cityofnovi.org

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	2016 Goals				Ultimate Goals				
	No. of Employ	Minority		Female		Min.		Fem.	Minority		Female		Minority		Female	
		#	%	#	%				#	%	#	%	Year	%	Year	%
Officials/Managers	1		0%	1	100%											
Professionals			####		####											
Technicians			####		####											
Sales Workers			####		####											
Office and Clerical Staff	3	1	33%	2	67%											
Craftsmen (Skilled)			####		####											
Operators (Semi. Skilled)			####		####											
Laborers (Unskilled)			####		####											
Service Workers	12	1	8%	2	17%											
Journey Workers			####		####											
Apprentices			####		####											
Total	0	0	####	0	####											

Certification

Name of authorized official Karen Kapchonick Title City of Novi Older Adult Services Manager

Signature *Karen Kapchonick* Date 9-14-15

Name of person to contact Karen Kapchonick Title City of Novi Older Adult Services Manager regarding this report

Address 45175 Ten Mile Rd City Novi (number and street)

State MI Zip Code 48375 Area Code Telephone Number 347-0414 Ext. 403

How was information as to race or ethnic group obtained? Visual Survey Employment Records

Do not write below this line. For SMART Only.

Date	Awardable		Signature	Comments
	Yes	No		

EXHIBIT A

PROJECT DESCRIPTION

COMMUNITY: CITY OF NOVI OLDER ADULT SERVICES
PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2016 – JULY 1, 2015 through JUNE 30, 2016

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 a 10 mile radius from the Novi Civic Center. In some cases, the medical facility may be located just outside the 10 mile radius 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. Advance notice of 2 days is required. 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 and above, are eligible, as well as physically challenged non-seniors. 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 7 seats without wheelchairs or 2 wheelchairs and 7 seats
- 1 vehicle with 8 seats without wheelchairs or 2 wheelchairs and 4 seats
- 1 car with 1 in front seat and 3 in back
- 1 jeep with 1 in front seat and 2 in back
- 1 vehicle with 14 seats

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

**EXHIBIT B
PROJECT OPERATION BUDGET**

COMMUNITY: City of Novi Older Adult Services
PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2016 - JULY 1, 2015 THROUGH JUNE 30, 2016

OPERATING EXPENSES:

Administrative Fee (max. is 10% of MC/CC Funds)	\$ -	
Driver Wages	\$ 130,728.00	
Fringe Benefits	\$ -	
Gasoline & Lubricants	\$ 18,000.00	
Vehicle Insurance	\$ -	
Parts, Maintenance Supplies	\$ 10,042.00	
Mechanic Wages	\$ -	
Fringe Benefits	\$ -	
Dispatch Wages	\$ -	
Cell phones or other overhead costs (Specify)	\$ -	
Sub Total (Operating Expenses)		\$ 158,770.00

PURCHASED SERVICES

Taxi Service	\$ -	
Charter Service	\$ -	
SMART Bus Tickets	\$ -	
SMART Shuttle Service	\$ -	
SMART Dial-A-Ride	\$ -	
Sub Total (Purchased Service)		\$ -

CAPITAL EQUIPMENT

(Only list purchases to be made with Community Credits)

Computer Equipment	\$ -	
Software	\$ -	
Vehicle	\$ -	
Maintenance Equipment	\$ -	
Other (Specify)	\$ -	
Sub Total (Capital Equipment)		\$ -

TOTAL EXPENSES

(Operating Expenses, Purchased Service and Capital Equipment)

\$ 158,770.00

REVENUES:

Municipal Credit Funds	\$ 54,454.00
Community Credit Funds	\$ -
Specialized Services Funds	\$ -
General Funds	\$ 51,916.00
Farebox Revenue	\$ 30,000.00
In-Kind Service	\$ -
Special Fares (Contracted Service)	\$ -
Other (Specify) Sponsorships	\$ 22,400.00

TOTAL REVENUE:

\$ 158,770.00

Submitted By:	Title	Date
<u>Karen Kapchonick</u>	<u>City of Novi Older Adult Services Manager</u>	<u>9/14/15</u>

(Note: Total Expenses MUST equal Total Revenue)