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CITY of NOVI CITY COUNCIL

Agenda Item E
September 28, 2009

SUBJECT: Approval of the 2010 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$44,713.

SUBMITTING DEPARTMENT: Parks, Recreation & Cultural Services

CITY MANAGER APPROVAL: 

| | |
|-------------------------------|--|
| EXPENDITURE REQUIRED | \$144,030 (offset by \$44,713 credit) |
| AMOUNT BUDGETED | \$ 18,000 208-695.00-960.565 Taxi service \$139,780 208-695.00-960.557 Senior Van Program \$157,780 Total |
| APPROPRIATION REQUIRED | n/a |
| LINE ITEM NUMBER | 208-695.00-960.557 (Senior Van Program) 208-695.00-960.565 (Taxi Service) |

BACKGROUND INFORMATION:

The City of Novi is eligible to receive \$44,713 in Municipal Credit Funds for 2010. These funds are utilized to support the Senior Van Transportation Service for Novi older adult residents age 55 and over, physically and mentally challenged non-senior residents and the subsidized taxi program. The \$44,713 Municipal Credit Funds will be distributed in the following manner: Novi Senior Van Program - \$26,713 and subsidized Taxi Program - \$18,000.

Novi Senior Transportation is an essential service for the older adults of Novi. In 2008-2009 we provided 3,434 one way rides with the Subsidized Taxi Service which runs 24/7 and 11,333 one way rides with Senior Transportation.

RECOMMENDED ACTION: Approval of the 2010 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$44,713.

| | 1 | 2 | Y | N |
|--------------------------------|---|---|---|---|
| Mayor Landry | | | | |
| Mayor Pro Tem Gatt | | | | |
| Council Member Burke | | | | |
| Council Member Crawford | | | | |

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



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 2010 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:

| | |
|----------------------------|---|
| Subsidized Taxicab Program | \$20,000 |
| Novi Senior Van Program | <u>\$24,713</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 28th day of September, 2009.

Maryanne Cornelius, City Clerk

CITY COUNCIL

Mayor
David B. Landry

Mayor Pro Tem
Bob Galt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

Brian Burke

City Manager
Clay J. Pearson

Parks, Recreation &
Forestry Director
Randy Auler

Senior Services Manager
Rachel Zagaroli

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

cityofnovi.org

MUNICIPAL CREDIT CONTRACT FOR FY 2010

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, 2009 to June 30, 2010, 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 2010

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, 2009 to June 30, 2010, 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

Exhibit A

Novi Senior Transportation System Subsidized Taxi Service

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. Transportation is provided to destinations, such as doctor appointments, grocery, banks, malls, as well as numerous other facilities. Particular emphasis is placed on transporting riders to the senior citizen center, 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.

The Novi Municipal Credit Funded Taxi Subsidy Program allows seniors age 55 and up, as well as handicapped non-seniors, to have more affordable transportation. The City contracts with the local taxi provider to provide the rides for \$4.00 one-way payment from the rider. The cab company bills the City for the remaining \$5.00 cost of the one-way ride. The City's portion is funded with Municipal Credit dollars. In addition, the City issues identification cards without charge to Novi senior residents, as well as non-senior handicapped persons. The identification card indicates the rider's eligibility for the subsidized program.

SERVICE AREA

Service for the Transit System 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.

Subsidized taxi rides with the required identification card are provided to senior and handicapped residents anywhere within the City of Novi. Rides may cross City boundaries; however, regular rates apply outside of the City limits.

SERVICE HOURS

The daily service operates Monday through Friday, from 7:30am-4:30pm, and Saturday, 9:00 am. – 2:00 pm. All rides must be scheduled a minimum of 48 hours in advance with the Scheduling Clerk. 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.

The subsidized cab service shall provide subsidized taxi service to the passengers 24 hours a day, 7 days per week when needed.

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.

All senior residents age 55 and over are eligible to participate in the taxi service, as well as non-senior handicapped persons. Handicapped riders must be approved by the Novi Parks, Recreation & Cultural Services Department. Dependent children 10 and under are eligible to ride free with approved adult participant providing it is from the same pick-up and destination. When a handicapped person travels with a spouse or attendant, such spouse or attendant shall ride without charge.

FARE STRUCTURE

Fees within the City are \$3.00 one-way and \$5.00 one-way outside the City limits. Passengers give their donation to the driver and fare punch card is also available to passengers. Rides are available to those with income restrictions.

Riders of the taxi service pay \$4.00 for each one-way ride within the City of Novi. Regular cab rates apply after crossing City boundaries. The City reimburses the cab company \$5.00 per rider. Dependent children 10 and under ride free with approved, "card carrying" rider from same pick-up to same destination.

SERVICE LEVEL

Potential riders must call the Scheduling Clerk a minimum of 48 hours in advance. No reservations may be made with the driver.

The taxi service is a demand/response service. There are no advance reservations required.

SERVICE MODE

The program utilizes 2-14-passenger vans, 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 cars 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.

Taxi riders are transported in regular automobile owned by the cab company.

EXHIBIT B

PROJECTED OPERATING BUDGET

Municipality: City of Novi

Project: Novi Senior Transit & Subsidized Taxi

Contract Period: July 1, 2009 – June 30, 2010

Account No: 48233

OPERATING EXPENSES:

| | |
|---|---------------|
| Administrative Fee (10% max. of MC & CC funds) | |
| Driver Wages | 92,181 |
| Fringe Benefits | <u>0</u> |
| Gasoline & Lubricants | <u>17,773</u> |
| Vehicle Insurance | <u>0</u> |
| Parts, Maintenance Supplies | <u>14,076</u> |
| Mechanics Wages | <u>0</u> |
| Fringe Benefits | <u>0</u> |
| Dispatch Wages | <u>0</u> |
| Other (Specify) | <u>0</u> |

Sub-Total (Operations & Maintenance)

Purchased Service 124,030

| | |
|-----------------------|----------|
| Taxi Service | 20,000 |
| Charter Service | <u>0</u> |
| SMART Bus Tickets | <u>0</u> |
| SMART Shuttle Service | <u>0</u> |
| SMART Dial-A-Ride | <u>0</u> |

SUB-TOTAL 20,000

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

| | |
|-----------------------|----------|
| Computer Equipment | <u>0</u> |
| Software | <u>0</u> |
| Vehicle | <u>0</u> |
| Maintenance Equipment | <u>0</u> |
| Other (Specify) | <u>0</u> |

Sub-Total

TOTAL EXPENSES: 144,030

REVENUES:

| | |
|------------------------------------|---------------|
| Municipal Credit Funds | <u>44,713</u> |
| Community Credit Funds | <u>0</u> |
| Specialized Services Funds | <u>0</u> |
| General Fund | <u>49,317</u> |
| Farebox Revenue | <u>25,000</u> |
| In-Kind Service | <u>0</u> |
| Special Fares (Contracted Service) | <u>0</u> |
| Other (Specify) CDBG | <u>25,000</u> |

TOTAL REVENUE:

144,030

(Note: Total Expenses must equal Total Revenues)

Submitted By:

Title:

Date:

Rachel Zagaroli

Senior Services Manager

September 28, 2009

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 Staff <i>Secretaries</i> | 3 | 0 | 0 | 1 | 33% | | | | | | | | | | | |
| Craftsmen (Skilled) | | | | | | | | | | | | | | | | |
| Operators (Semi. Skilled) | | | | | | | | | | | | | | | | |
| Laborers (Unskilled) | | | | | | | | | | | | | | | | |
| Service Workers <i>Drivers</i> | 10 | 1 | 10% | 1 | 10% | | | | | | | | | | | |
| Journey Workers | | | | | | | | | | | | | | | | |
| Apprentices | | | | | | | | | | | | | | | | |
| Total | | | | | | | | | | | | | | | | |

Certification

Name of authorized official: *Rachel Zaccardi* Title: *SENIOR SERVICES Manager*
 Signature: *Rachel Zaccardi* Date: *9/8/09*
 Name of person to contact regarding this report: *Glenn Caldwell* Title: *Customer Service Rep*
 Address (number and street): *46175 W. 10 mile RD* City: *Novi*
 State: *MI* Zip Code: *48375* Area Code: *248* Telephone Number: *347-0452* Ext.: *629*
 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 | | |
| | | | | |
| | | | | |