



CITY of NOVI CITY COUNCIL

Agenda Item C
September 26, 2011

SUBJECT: Approval of the 2012 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$54,454.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services

CITY MANAGER APPROVAL: 

BACKGROUND INFORMATION:

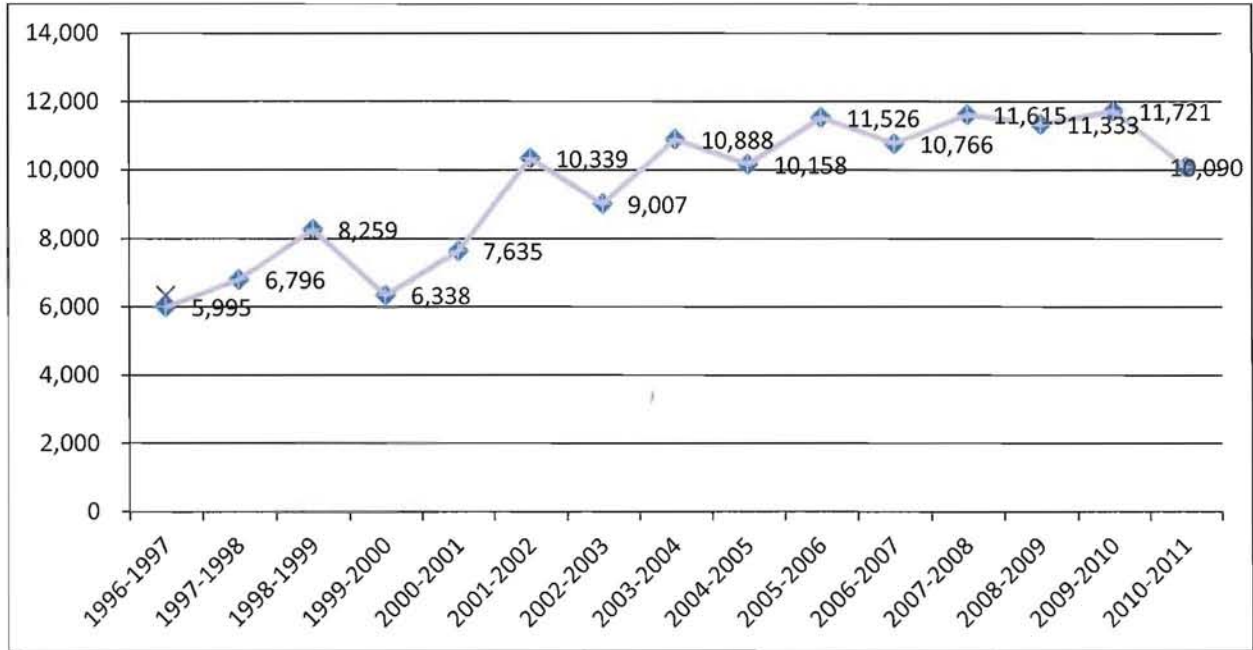
The City of Novi is eligible to receive \$54,454 in Municipal Credit Funds for 2012. These funds are utilized to support the Senior Transit Program for Novi older adult residents age 55 and over and physically challenged non-senior residents. The Novi Senior Transit program began in February 1990 with one van funded by The Independence for Life Association and one part-time driver funded by Novi Parks and Recreation. The first full year of operation, we provided a surprising 3,390 one-way rides. It soon became apparent that as residents discovered this essential new service, the demand would increase dramatically. In the past five years, we have provided 55,525 one way rides.

In the past years, the Novi Senior Transit program has been supported by the City of Novi General Fund, Community Development Grants (CDBG), and Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credits funding. In the past years, funding has changed and communities as a whole have seen decreases in funding. Currently, the transportation program is supported with revenue from SMART, fare box revenue and Parks, Recreation and Cultural Services by providing vehicles as well as funding for operations. SMART monies are determined by the population of the city and with the increase of population with the 2010 count of 55,224 the City of Novi, beginning FY 2011-2012, will receive \$54,454 which is an increase of past years of the amount of \$44,713. Novi Senior Transit also estimates the program will receive \$30,000 in fare box revenue. Future plans to increase revenue include developing a plan to sell advertising space on both inside and outside of the transportation vehicles.

In 2010 the City of Novi merged the subsidized cab service with the transportation service and extended the hours of the transportation programs as the majority of the cab passengers were also utilizing the transportation program.

The chart below shows a year by year detail of ride comparisons of the transportation program. While ridership numbers fluctuate from year to year it has increased by 68% in the past 15 years.

15 YEAR COMPARISON CHART FOR TRANSPORTATION



CURRENT PROGRAM

The Senior Transit program currently operates a total of 7 vehicles:

Vehicle	Seating	Mileage (updated 8/18/10)
2011 Ford Bus (#1)	8 pass or 6 pass and 1 w/chair	9,529
2009 Ford Bus (#9)	14	16,183
2003 Ford Bus (#5)	8 pass and 2 w/chairs	121,986
2009 Ford Crown Vic (car)(#7)	3	80,238
2005 Ford E350 Van (#3)	8 pass and 2 w/chairs	107,030
2007 Chrysler Mini Van (#8)	6	70,490
2007 Ford E350 Van (#2)	2 wheel chairs & 8 seats	36,875

Transportation employees include 1 transportation coordinator, 2 part-time driver/schedulers and 9 part-time drivers. The program is supervised by the Senior Services Manager.

The transportation program operates Monday through Friday from 8:00am-9:00 pm and Saturday 9:00am -5:00pm. Advance reservation of 72 hours is required for transports after 4 pm. No rides are available on Sundays, after 9pm on weekdays or 5pm on Saturdays. Passengers may ride anywhere within the City of Novi for a nominal fee of \$4 per one-way ride and \$6 per one-way ride for up to 10 miles outside the City of Novi for medical appointments only. There is also a "discounted" fee of \$1 to go to the Senior Center, Civic

Center or the Novi Public Library or to any program sponsored by Parks, Recreation and Cultural Services.

The Novi Transit Program is an essential service for the older adults of Novi. In 2010-2011 the Transportation program provided 10,090 one way rides for City residents. This service is a direct lifeline to the many Older Adults in Novi and allows them to keep scheduled doctor appointments, medical testing and provides opportunities for residents to visit places in Novi which provide a high quality of life.

RECOMMENDED ACTION: Approval of the 2012 Suburban Mobility Authority for Regional Transportation (S.M.A.R.T.) Municipal Credit Funds Resolution and Contract in the amount of \$54,454.

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

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



**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

CITY COUNCIL

Mayor

David B. Landry

Mayor Pro Tem

Bob Gatt

Terry K. Margolis

Andrew Mutch

Dave Staudt

Justin Fischer

Wayne Wrobel

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 \$54,454, and

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

City Manager

Clay J. Pearson

City Clerk

Maryanne Cornelius

**Director of Parks, Recreation
& Cultural Services**

Jason S. Mangum, CPRP

Senior Services Manager

Rachel Zagaroli, SDC

Novi Senior Van 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 12th day of September, 2011.

Maryanne Cornelius, City Clerk

MUNICIPAL CREDIT CONTRACT

FY - 2012

I, _____, on behalf of the City of Novi apply to SMART for our Municipal Credits for the period July 1, 2011 to June 30, 2012, and agree that the Municipal and Community Credits Master Agreement, which is incorporated herein by reference, will form part of this agreement. Specific terms, conditions, and budgetary projections are set forth in Exhibits A and B as necessary.

Our community agrees to use the \$54,454 in **Municipal Credit** funds available to us as follows:

(1) Transfer of \$ _____ 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 \$ _____

Total \$ 54,454

Pursuant to Act 51, 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. 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 may necessitate a reduction in the amount of funds available to the City of Novi. 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.

City of Novi

By: _____

Date _____

Its: _____

**Suburban Mobility Authority for
Regional Transportation**

Date _____

By: _____

John C. Hertel, General Manager

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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 \$ _____
- Total \$ 54,454

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City of Novi

By: _____

Date _____

Its: _____

**Suburban Mobility Authority for
Regional Transportation**

Date _____

By: _____

John C. Hertel, General Manager

Exhibit A

Novi Senior Van Transportation System

Definition

The City of Novi Senior Transit System 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 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. Riders are also given a brochure with information about the transportation program the first time they use the service.

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.

SERVICE Details

Those that utilize this service may call 248.735.5617 to schedule a ride but need to 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 cannot move on their own, must provide a caregiver that is allowed to ride free of charge. Potential riders may also e-mail their reservation to noviseniortransportation@cityofnovi.org.

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 MODE

The program utilizes 1-14-passenger van, 2-8 passenger vans with lift and two wheelchair lockdowns, 2 – either 8 passenger or 6 passenger with 2 wheelchair lift van, 1 – 7 passenger minivan 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 cannot accommodate all types of motorized chairs, due to limitations of our lifts.

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.

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.

08/22/10

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 Staff	2			1	50%											
Craftsmen (Skilled)																
Operators (Semi-Skilled)	1															
Laborers (Unskilled)																
Service Workers																
Drivers	9			1	11%											
Journey Workers																
Apprentices																
Total																

Certification

Name of authorized official: Rachel Zagaroli
 Signature: Rachel Zagaroli
 Title: Senior Services Manager
 Date: 9/2/11

Name of person to contact regarding this report: Rachel Zagaroli
 Title: _____

Address (number and street): 25075 Meadowbrook Rd
 City: Novi

State: MI Zip Code: 48375 Area Code: 248 Telephone Number: 347-0403 Ext. _____

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 B

PROJECT OPERATION BUDGET

COMMUNITY: City of Novi Senior Transportation 48223

PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM

FISCAL YEAR 2012 - JULY 1, 2011 THROUGH JUNE 30, 2012

OPERATING EXPENSES:

Administrative Fee (max. is 10% of MC/CC Funds)	\$ 91,000.00
Driver Wages	\$ -
Fringe Benefits	\$ -
Gasoline & Lubricants	\$ 33,700.00
Vehicle Insurance	\$ -
Parts, Maintenance Supplies	\$ 28,704.00
Mechanic Wages	\$ -
Fringe Benefits	\$ -
Dispatch Wages	\$ -
Cell phones or other overhead costs	\$ 1,739.00

Sub Total (Operations & Maintenance) \$ 155,143.00

PURCHASED SERVICE

Taxi Service	\$ -
Charter Service	\$ -
SMART Bus Tickets	\$ -
SMART Shuttle Service	\$ -
SMART Dial-A-Ride	\$ -

Sub Total (Purchased Services) \$ -

CAPITAL EQUIPMENT

(List purchases made with Community Credits)

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

Sub Total (Capital Expenses) \$ -

TOTAL EXPENSES

\$ 155,143.00

REVENUES:

Municipal Credit Funds	\$ 54,454.00
Community Credit Funds	\$ -
Specialized Services Funds	\$ -
General Funds	\$ -
Farebox Revenue	\$ 31,000.00
In-Kind Service	\$ -
Special Fares (Contracted Service)	\$ -
Other (Specify) <i>Park, Recreation & Cultural Services Fund</i>	\$ 69,689.00

TOTAL REVENUE: \$ 155,143.00

Submitted By:	Title	Date
<u>Rachel Fugarelli</u>	<u>Sr. Services Mgr</u>	<u>9/22/11</u>

Note: Total Expenses MUST equal Total REVENUE