



**CITY of NOVI CITY COUNCIL**

**Agenda Item F  
November 10, 2008**

**SUBJECT:** Approval of the 2009 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 & Forestry *R. Auler*

**CITY MANAGER APPROVAL:** *not for*

<b>EXPENDITURE REQUIRED</b>	<b>\$ 151,119.43 (offset by \$44,713 credit)</b>
<b>AMOUNT BUDGETED</b>	<b>\$ 151,119.43</b>
<b>APPROPRIATION REQUIRED</b>	<b>\$ <i>N/A</i></b>
<b>LINE ITEM NUMBER</b>	<b>208-695.00-960.565 (taxi service) 208-695.00-960.557 (senior van program)</b>

**BACKGROUND INFORMATION:** The City of Novi is eligible to receive \$44,713 in Municipal Credit Funds for 2009. We utilize these funds to support the Senior Van transportation service for Novi senior residents age 55 and over, physically and mentally challenged non-senior residents and the subsidized taxi program. The total \$44,713 of Municipal Credit funding will be distributed in the following manner: Novi Senior Van Program - \$26,713 and subsidized Taxi Program - \$18,000.

**RECOMMENDED ACTION:** Approval of the 2009 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 Capello				
Council Member Crawford				
Council Member Gatt				

	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

### CITY COUNCIL

Mayor  
David B. Landry

Mayor Pro Tem  
Kim Capello

Bob Gatt

Terry K. Margolis

Andrew Mutch

Kathy Crawford

Dave Staudt

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 2009 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 Manager  
Clay J. Pearson

Parks, Recreation &  
Forestry Director  
Randy Auler

Senior Services Manager  
Rachel Zagaroli

Subsidized Taxicab Program	\$18,000
Novi Senior Van Program	<u>\$26,713</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 10<sup>th</sup> day of November, 2008.

\_\_\_\_\_  
Maryanne Cornelius, City Clerk

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

cityofnovi.org

**EXHIBIT B**

**PROJECT OPERATING BUDGET**

Municipality: City of Novi

PROJECT: Novi Senior Transit & Subsidized Taxi

Contract Period: FY 2008/2009

Account No: 48233

**OPERATING EXPENSES:**

Administrative Fee (10% max. of MC & CC funds)	
Driver Wages	<u>94,119.43</u>
Fringe Benefits	<u>0</u>
Gasoline & Lubricants	<u>20,000</u>
Vehicle Insurance	<u>0</u>
Parts, Maintenance Supplies	<u>19,000</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 133,119.43

Taxi Service	<u>18,000</u>
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 18,000

**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:** 151,119.43

REVENUES:

Municipal Credit Funds	<u>44,713</u>
Community Credit Funds	<u>0</u>
Specialized Services Funds	<u>0</u>
General Fund	<u>55,006.43</u>
Farebox Revenue	<u>26,400</u>
In-Kind Service	<u>0</u>
Special Fares (Contracted Service)	<u>0</u>
Other (Specify) CDBG	<u>25,000</u>

TOTAL REVENUE:

151,119.43

(Note: Total Expenses must equal Total Revenues)

Submitted By:

Title:

Date:

Rachel Zagaroli *RZ*

Senior Services Manager

October 29, 2008

# MUNICIPAL CREDIT CONTRACT FOR FY 2009

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, 2008 to June 30, 2009, 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: \_\_\_\_\_  
Hayes W. Jones  
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 Forestry 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 & Forestry brochure, Enhance, the Older Adult newsletter, as well as flyers, 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 8:00am-4:30pm, Monday, Wednesday, and Friday evening, 4:00 pm – 9:00 pm. 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 8:00am 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 Forestry 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 & Forestry 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 a 14-passenger van, 2-8 passenger vans with lift and two wheelchair lockdowns, 1 – 4 passenger mini van, 1 – 7 passenger mini van and 1 city pool cars for a total of 6 vehicles. Note: We do not provide wheelchairs, nor can we accommodate all types of motorized chairs, due to limitations of our lifts.

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

# Suburban Mobility Authority for Regional Transportation

## Equal Employment Opportunity Compliance Report A

Page 1 of 2

Office Contract Compliance

Bid / Project Name:											
Name of Firm <u>City of Novi</u>						Employer I.D. Number <u>38-6032551</u>					
Address <u>45175 W. 10 Mile Rd</u>											
City <u>Novi</u>				State <u>MI</u>				Zip <u>48375</u>			
Independent firm or Owned & controlled by <u>INDEPENDANT FIRM</u>											
Corporate address of parent / affiliate company <u>n/a</u>											
Mark the appropriate box for your reporting unit (Mark only one box)			Consolidated Report <input checked="" type="checkbox"/>				Single Establishment Employer Report				
			Headquarters Unit Report				Individual Establishment Report (Submit one for each establishment)				
			Special Report								
<b>Business Data</b>											
What is the major activity of this establishment (Be specific, i.e., manufacturing steel casings, retail grocer, wholesale plumbing supplies,						<u>LOCAL GOVERNMENT</u>					
Include the specific type of product or type of service provided, and the principal business or industrial activity:						<u>Municipal Services</u>					
Have all subcontractors been informed of their responsibility to file EEO Compliance Report A?						<input checked="" type="radio"/> Yes			<input type="radio"/> No		
Is an Affirmative Action Plan on file with SMART's Office of Contract Compliance?						<input checked="" type="radio"/> Yes			NO Plan will be submitted by (date)		
An Affirmative Action Plan is on file with the following Governmental agencies. Please list:						<u>US DEPT OF JUSTICE</u>					
<b>Employment Data</b> Employment at this establishment Report all permanent, temporary, or part time employees including apprentices and on-the-job trainees Enter the appropriate figures on ALL lines and in ALL columns. Blank spaces will be considered as zero.											
Job Categories	Establishment			Minority Male				Minority Female			
	GRAND TOTAL Employees	Total Male	Total Female	Black	Asian Pacific	Amer. Indian	Spanish Amer.	Black	Asian Pacific	Amer. Indian	Spanish Amer.
Officials /Managers	1		1								
Professionals											
Technicians											
Sales Workers											
Office / Clerical Staff <u>Schedulers</u>	3	2	1								
Craftsmen (Skilled)											
Operators (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers <u>DRIVERS</u>	11	10	1								
Journey Workers											
Apprentices											
<b>Total</b>	<b>15</b>	<b>12</b>	<b>3</b>								



Employment Data (Page 2 of 2)

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	2001 Goals				Ultimate Goals			
	Total qty Employees	Minority		Female		Min.	Fem.		Minority		Female		Minority		Female	
		#	%	#	%				#	%	#	%	Year	%	Year	%
Officials Manager	1	0	0	1	100											
Professionals																
Technicians																
Sales Workers																
Office/Clerical Staff	3 SCHEDULED	0	0	1	33											
Craftsmen (Skilled)																
Operators (Semi-Skilled)																
Laborers (Unskilled)																
Service Workers	11 DRIVERS	0	0	1	9											
Journey Workers																
Apprentices																
<b>Total</b>	<b>15</b>															

Certification

Name of authorized official: **RACHEL ZAGARDI** Title: **SR. SERVICES MGR.**  
 Signature: *Rachel Zagardi* date: \_\_\_\_\_  
 Contact Name: **Blenn CAIDWELL** Title: **SR Customer Serv. REP**  
 Address: **45175 W IDWILE RD** City: **NOVI**  
 State: **MI** Zip Code: **48375** Area Code: **248** Telephone Number: **347-0483** Ext.: **629**  
 How was information as to race or ethnic group obtained? Visual Survey YES NO Employment Records YES NO  
 YES NO **YES**

Do not write below line SMART Only

Date	Awardable		Signature	Comments
	Yes	No		