



CITY of NOVI CITY COUNCIL

Agenda Item N
August 12, 2019

SUBJECT: Approval of the 2020 Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Fund Contract and Resolution for the Older Adult Transportation Program in the amount of \$57,160.

SUBMITTING DEPARTMENT: Parks, Recreation and Cultural Services (PRCS)

CITY MANAGER APPROVAL:

BACKGROUND INFORMATION:

The City of Novi is eligible to receive \$57,160 in Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Funds for 2020. These funds are utilized to support the Older Adult Services (OAS) Transportation Program for Novi residents ages 55 and older, and those younger than 55 with a limiting disability. The first priority of the program is to transport individuals to medical appointments and then for shopping, restaurants, visiting friends, programs/classes or entertainment. The objective is to allow them to participate in activities they may not otherwise be able to. The OAS 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 eight years later in FY 2018-19, the program provided 9,819 one-way rides (including special events). OAS employs one part-time coordinator, two part-time schedulers and 13 part-time drivers with a Recreation Supervisor overseeing the program.

During the first full year of the curb-to-curb service, the department provided 3,230 one-way rides. It soon became apparent that, as residents discovered this essential new service, the demand would increase dramatically. In the past three years, we have provided 25,031 one-way rides; averaging 8,343 rides per year.

The OAS Transportation Program has been supported by the City of Novi General Fund, farebox fees, partnerships, and SMART Municipal Credits funding. SMART funding is determined by the population of the city.

For FY 2019-20, the operating budget for the Transportation Program is \$186,170, of which \$25,000 is allocated by City Council. OAS is projecting \$9,000 in farebox revenue.

The chart below shows the percentages of the funding sources received for the transportation program.

Funding Sources	Revenue Account	Amount	% of Funding
Older Adults - Transportation	208-695.00-960.557	\$152,170	82
Older Adults – Vehicle Maintenance	208-695.00-935.557	\$20,000	11
Older Adults-gasoline and oil	208-695.00-865.557	\$14,000	7
TOTALS		\$186,170	100

The OAS Transportation Program is an essential service for many older adults in Novi. The service is a direct lifeline to many and allows them to keep scheduled medical appointments and visit many places at an affordable rate.

The success of the program is evident in hearing the favorable comments from riders who acknowledge how the service is important to their health, convenient for not walking long distances, the ability to be independent and not rely on others, and is stress free, as they don't have to worry about traffic. OAS Transportation has hosted special field trips, as well as vehicle rental opportunities, for groups to attend special occasions after hours for a nominal fee.

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

Farmington Hills has a curb-to-curb service and operates Monday-Friday from 9 a.m.-3:30 p.m. 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, one part-time coordinator and averages 100 rides per day. There is a \$2 suggested donation each way.

Livonia has door-to-curb service, operates Monday-Friday from 7 a.m.-6:30 p.m. and Saturday-Sunday 8 a.m.-2:30 p.m. 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 approximately 25 drivers with 17 buses and averages 1,000 rides per week.

Northville has curb-to-curb service and operates Monday-Friday from 9 a.m.-4 p.m. Northville charges \$3 each way within the city and township, \$4 within a four-mile radius of the city/township each way and 4-8 miles outside the city/township is \$5 each way. They have five part-time drivers, two schedulers and 10-15 rides per day. Northville funding is received through SMART, City and Township funds and farebox.

Current Program

The OAS Transportation program currently operates a total of six vehicles. The table below shows vehicle model, seating, mileage, purchase price, depreciation value without a wheelchair lift and the recommended useful life of the vehicle.

Vehicle	Seating	Mileage (updated 7/8/19)	Purchase price	Current Depreciation value	Useful life
2005 Jeep Liberty (#3)	3 passenger	49,548	\$22,978	\$2,796	7
2009 Ford E350 Terra Bus (#4)	14 passenger	84,086	\$39,977	\$4,624	7
2019 Ford Transit	7 passenger 1 wheelchair	6,917	\$45,219	N/A	7
2016 Dodge RAM Van (#5)	7 pass w/2 wheelchairs	70,089	\$44,670	\$10,485	7
2015 Dodge Grand Caravan (#6)	6 passenger	52,767	\$21,436	\$7,535	7
2017 Ford Transit Connect (#7)	7 passenger 1 wheelchair	28,477	\$49,398	\$38,187	7

For FY 2018-19, 111,915 miles were traveled in 9,151 hours, spending \$11,395 on fuel and about \$11,970 on maintenance (oil changes, body work, tires, new transmission and general repairs).

In July 2018, the program expanded its hours from Monday-Friday from 8 a.m.-4:30 p.m. to 8 a.m.-6:30 p.m., Saturdays remain 9 a.m.-2 p.m. with an additional driver and services are unavailable Sundays. Riders must call one business day in advance to schedule a ride. Rides are scheduled between 7:30 a.m.-4 p.m. daily. Transportation is provided to Novi residents only.

Passengers may ride anywhere within the City of Novi and the shopping areas located at Grand River and Wixom Roads and Eight Mile and Haggerty Roads for free and \$5 per one-way ride for visits outside the City of Novi, but within 10 miles of Novi Civic Center.

Punch cards are available for \$30 for 7 rides outside of Novi.

RECOMMENDED ACTION: Approval of the 2020 Suburban Mobility Authority for Regional Transportation (SMART) Municipal Credit Fund Contract and Resolution for the Older Adult Services Transportation Program in the amount of \$57,160.

EXHIBIT A

NOVI PROJECT DESCRIPTION FISCAL YEAR 2019 – JULY 1, 2019 through JUNE 30, 2020

Overall Project Description (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 and numerous other facilities. Particular emphasis is placed on transporting riders to Meadowbrook Activity Center, Novi Civic Center and the Novi Public Library as well as city-sponsored events. The City promotes the program through the “Engage!” Parks, Recreation and Cultural Services catalog, the “Enhance” Older Adult Services e-newsletter, flyers, advertisements on the local cable station, community presentations, Facebook, etc. Riders are given a brochure with information about the transportation program the first time they use the service.

Service Area (Provide geographic boundaries):

Service for the Novi Transportation Program is available to residents within 10 miles from the Novi Civic Center. In some cases, the medical facility may be located just outside of the 10 mile distance and consideration will be given based on availability.

Service Times (Provide days and hours of service):

Transportation is available 8am-7pm Monday-Friday (last pick-up is 6:30pm in Novi or 6:00pm out of Novi) and 9am-3pm Saturday (last pick-up is at 2:30pm). There are no Sunday hours. Reservations are required at least one business day in advance and are scheduled based on availability. Riders may schedule rides between the hours of 7am-4pm daily by calling (248) 735-5617 or can book any time on the self-service booking portal. 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 (Users eligible to use the service):

Novi residents 55+ or those younger than 55 with a limiting disability are eligible. The service cannot accommodate children.

Fare Structure (Cost to Use Service):

Rides within the City of Novi are free of charge and \$5.00 one-way outside the City limits. A punch card is available for passengers to use in place of cash and is purchased from a driver or at the Older Adult Services Office.

Service Mode (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 8 seats without wheelchairs or 2 wheelchairs and 4 seats
- 1 vehicle with 7 seats 1 wheelchair
- 1 jeep with 1 in front seat and 2 in back
- 1 van with 6 seats
- 1 van with 14 seats

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

**EXHIBIT B
PROJECT OPERATION BUDGET**

COMMUNITY: (Type Community/Agency Name Here)
PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2020 - JULY 1, 2019 THROUGH JUNE 30, 2020

OPERATING EXPENSES:

Administrative Fee (max. is 10% of MC/CC Funds)	\$ -
Driver Wages	\$ 146,170.00
Fringe Benefits	\$ -
Gasoline & Lubricants	\$ 15,000.00
Vehicle Insurance	\$ -
Parts, Maintenance Supplies	\$ 25,000.00
Mechanic Wages	\$ -
Fringe Benefits	\$ -
Dispatch Wages	\$ -
Cell phones or other overhead costs (Specify)	\$ -
Sub Total (Operating Expenses)	\$ 186,170.00

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)

\$ 186,170.00

REVENUES:

Municipal Credit Funds	\$ 57,160.00
Community Credit Funds	\$ -
Specialized Services Funds	\$ -
General Funds	\$ 75,010.00
Farebox Revenue	\$ 9,000.00
In-Kind Service	\$ -
Special Fares (Contracted Service)	\$ -
Other (Specify)	\$ 45,000.00

TOTAL REVENUE:

\$ 186,170.00

Submitted By: _____

Title _____

Date _____

(Note: Total Expenses MUST equal Total Revenue)