



Suburban Mobility Authority for Regional Transportation

Buhl Building • 535 Griswold Street, Suite 600 • Detroit, MI 48226 • (313) 223-2100

July 15, 2008

Ms. Jane Leslie
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309-3033

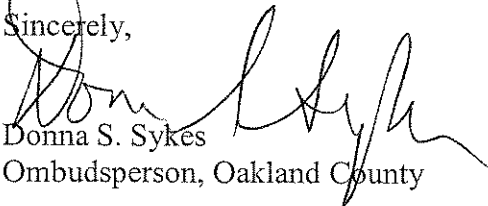
Dear Ms. Leslie:

Enclosed is the contract between SMART and the City of Rochester Hills for the FY 2009 Municipal Credit Program. Your community is eligible to receive up to \$64,681 in Municipal Credits. In order to receive this entire amount, your community must have local match funds of \$77,136. Without a local match, you are only eligible to receive \$32,341 from SMART. The balance of your funds will be sent to the Oakland County Public Transportation Authority (OCPTA). If you wish to receive this balance, you must complete the enclosed OCPTA application and the Waiver of Right form. If you transfer your funds to another municipality they may have the local match requirement allowing you to execute the contract for the full amount.

To receive your 2009 funds, please complete the enclosed contracts, including Exhibits "A" and "B" and the EEOC Report A form. The employee information reported on the EEOC form should only include the department and persons involved in the transportation program. Also, if your contract is for the lesser municipal credit amount do not forget to fill out the OCPTA application and the Waiver of Right form. The Exhibit "C", Quarterly Operating Report, is due at the end of each quarter during the term of the contract and is the mechanism SMART's Finance Department will use to disburse municipal credit funds.

Once you have completed and signed the contracts, please return both copies to me with the attachments, EEOC Report A form, and the OCPTA application and Waiver of Right form if applicable. After the contract has been reviewed and executed by SMART's General Manager, I will return a fully executed contract to you for your file. As always, feel free to call me at (248) 362-3024 if you have questions or need my assistance to fill out the contract.

Sincerely,


Donna S. Sykes
Ombudsperson, Oakland County

Enclosures



orig. transmittal

MUNICIPAL CREDIT CONTRACT

FY - 2009

I Bryan K. Barnett on behalf the City of Rochester Hills apply to SMART for our Municipal Credits for the period July 1, 2008 to June 30, 2009, and agree that the Municipal and Community Credits Master Agreement, which is incorporated herein by reference, will form part of this agreement.

Our community agrees to use the \$64,681 in **Municipal Credit** funds available to us as follows:

(1) Transfer of \$ 64,681 to The Older Persons Commission
TRANSFeree COMMUNITY

At the cost of \$ 64,681

(2) Transportation program operated/administered by the community
(Includes Charters, Van/Bus Program, Taxi Reimbursement)

At the cost of \$ _____

Total \$ _____

Exhibits A and B as completed are attached hereto and made a part hereof.

City of Rochester Hills

By: _____

Date _____

Its: _____

**For the Suburban Mobility Authority for
Regional Transportation**

Date _____

By: _____

Hayes Jones
General Manager

MUNICIPAL CREDIT CONTRACT FY 2009

I, Marye E. Miller, on behalf of the Older Persons' Commission apply to SMART for our Municipal Credits for the period July 1, 2008 to June 30, 2009 and agree that the Municipal and Community Credit Master Contract, which is incorporated herein by reference, will form part of this agreement,

Our community agrees to use the \$ 86,802 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 \$ 86,802

Total \$ 86,802

Exhibits A and B as completed are attached hereto and made a part hereof.

Older persons' Commission

By: Marye E. Miller
Marye E. Miller

its: Executive Director

Dated : July 16, 2008

Suburban Mobility Authority for Regional Transportation

By: _____
Hayes W. Jones
General Manager

Dated : _____

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: OPC-Rocester-Rochester Hills & Oakland Township
 PROJECT: Municipal Credits
 Contract Period: July 1, 2008-June 30, 2009
 Account No: 09-48242-8965

OPERATING EXPENSES:

Administrative Fee (10% max. of MC & CC funds)	\$8,680
Driver Wages	\$361,880
Fringe Benefits	\$55,000
Gasoline & Lubricants	\$94,000
Vehicle Insurance	\$50,777
Parts, Maintenance Supplies	\$120,000
Mechanic Wages	\$0
fringe Benefits	\$0
Dispatch Wages	\$ 31,882.35
Other (Van Wash - Phone - Medical Exams)	\$2,000

Sub-Total (Operations & Maintenance) \$724,220

Purchased Service

Taxi Service	\$0
Charter Service	\$0
SMART Bus Tickets	\$0
SMART Shuttle Service	\$0
SMART Dial-A-Ride	\$0

SUB-TOTAL \$ -

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits

Computer Equipment	\$0
Software	\$0
Vehicle	\$0
Maintenance Equipment	\$0
OTHER (SPECIFY)	\$0

Sub-Total \$ -

TOTAL EXPENSES **\$ 724,219.56**

EXHIBIT B (Page 2)

REVENUES:

Municipal Credit Funds	\$	86,802
Community Credit Funds	\$	-
Specialize Services Funds	\$	22,475
General Funds (Local Tax Dollars)	\$	479,943
Fare box Revenue	\$	135,000
In-Kind Service	\$	-
Special Fares (Contracted Services)	\$	-
Other (SPECIFY)	\$	-

TOTAL REVENUES:

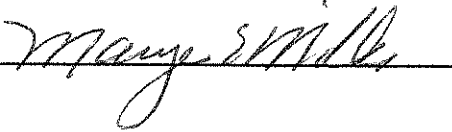
\$ 724,219.56

(Note: Total expenses must equal Total Revenues)

Submitted By:

TITLE:

Date:



Executive Director

16-Jul-08

MONITORING DAILY SERVICE:

Dispatching:

The Transportation Program is two days in advance reservation for all appointment trips, such as doctors, work related, hair, therapy, etc., and one day in advance requested for non appointment. We also have regularly scheduled trips with only a call in if they are canceling. We ask people that need to cancel the day of service to call between 8:00- 9:00 a.m. Emergency transportation such as doctor, dental, medicine, etc., is handled same day of service. Our dispatching hours are from 10:00 a.m. – 2:00 p.m. We have a Motorola Communications System (F.C.C.C.) on all buses. The Base system is with the Dispatcher. The Dispatcher has at her finger tips all the emergency numbers if the need arises.

Driver:

The driver picks up keys and trip sheets and donation box at the office. Visually the bus is examined each morning. Gas, oil, transmission fluid, etc., is checked daily. Each donation metal box has a master lock for safety. Donations are put in the slotted box by the rider. At the end of the day the box is then brought to the office with van keys after the bus has been washed, if needed, and gassed up. The financial dept counts the donations records, and puts in fire proof locked safe for the next day's deposit. Driver records on trip sheet number of trips, seniors served, mileage, amount of gas put in at the end of the day and signs the trip sheet.

Transportation Manager:

The Transportation Manager inspects all buses weekly for cleanliness, tire treads, dins/dents, gages, etc. Schedules all bus repair or mechanical problems and preventative maintenance and supervises both the driver and dispatcher.

Department Head:

Is responsible for all paperwork such as Bills, Ridership, Trips, Mileage, Gas Wage, etc., supervises the Transportation Manager and responsible for holding bimonthly meetings for driver, dispatchers and Transportation Manager. Develop training once a year. Attend meeting pertaining to transportation.

Director:

The Director is responsible for coordination with MDOT Specialized Service Grant- Smart Municipal credits and all other funding/in-kind sources. Planning, administration and proposals.

Training:

New drivers, when hired in, are given a job description. Personnel policy and printed material of all OPC services and programs; plus an OPC Newsletter and Vintage View Newspaper. Michigan Code of Ethics, time cards and explanation of the payroll procedures.

A new driver spends one day without driving, riding with the Transportation Manager. The first day is spent at handling passengers with wheelchairs, walkers/canes. The psychology behind this transportation such as working with older frail persons, mental and physically handicapped persons in the standard of excellence OPC sets for their programs. Resource available to clients in area, the who, what and where, plus general driving information in Operating manuals on vans.

The second day the new driver drives the Transportation Manager. The driver goes through the morning bus check- van wash, trip sheet, pick up donation locked box procedures. The driver is observed loading and unloading riders, escorting passengers if needed. Being sure emergency brake is used at each loading and unloading and stool is secured for stepping off and on van for each rider on vans that do not have a step on step. How to use the F.C.C. communication system/call letters. Where/how to gas up at the end of the day, etc.

The third day is spent part with another driver and part on their own. Once everyone feels comfortable that they are ready, and OPC form is signed by the driver that states the safety feature and drivers' meeting every other month. Periodically drivers are observed by Transportation Manager going with them for ½ day.

All drivers in 1997 went through an all day training as recommended by our Insurance Company.

Maintenance Program:

We have a maintenance schedule for the vans, with oil and lube done every 3,000 miles. Our vans go through inspection every year. We replace vans every 5 years or sooner if the need arises. Huntington Ford Dealership in Rochester Hills for Fords vehicles, Meadowbrook Dodge for our Dodge van, Creative Controls, Inc., for all repairs on our lift vans, and Hoekstra for our new vans that are ADA approved equipment.

TRANSPORTATION

*Do you have places to be, things to see, lots to do?
We're your wheels, the OPC Minibus is a phone call away.*

OPC Minibus Transportation

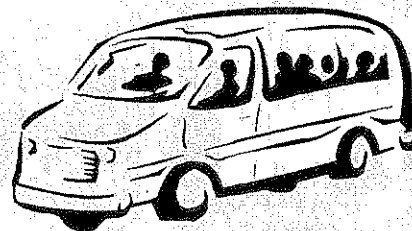
Do you need transportation to hair or doctor's appointments, shopping, to the senior center, or just to visit a friend? We serve all people 60 or older, and those under 60 who are disabled (with a doctor's letter). Let the OPC minibus take you anywhere in Rochester, Rochester Hills, Oakland Township, or Oakland University. Transportation is also available to and from Troy Beaumont Hospital.

RESERVATIONS: Monday through Friday 248-652-4780

OPC Minibus Dispatching Hours: 9:00 am – 2:30 pm

(No dispatching on Saturday and Sunday, office is closed)

- Please call at least two days in advance to arrange transportation for all appointments (doctor, hair, physical therapy, etc.)
- Call one day in advance for other transportation reservations.
- Standing appointments for any day of the week can also be requested.
- Do not leave a message for a pick up. We discard pick up messages.



Need a Ride?

Call: (248) 652-4780

Monday - Friday

9:00 am - 2:30 pm

OPC Minibus Transporting Hours:

Mon. - Fri.: 8:00 am - 5:00 pm

Saturday: 9:00 am - 5:00 pm

Sunday: 8:00 am - 1:00 pm

(Sunday Church services only)

Return rides and Cancellations:

Call: 248-608-0296

Mon. - Fri.: 7:30 am - 5:00 pm

Week end Cancellations:

Call: 248-608-0271

Before 7:30 am the day of ride

*Problems? Do not hesitate to call if you have any questions or concerns
about our minibus or guidelines. We are eager to help in any way.*

TRANSPORTATION GUIDELINES:

- Riders are asked to be ready 15 minutes in advance of the designated pick up time and waiting at the door.
- When riding the minibus, please do only what has been earlier arranged. Do not ask the driver to change the schedule. OPC allows more than one destination (if requested) when the reservation is made.
- OPC policy does not allow transportation for medical emergencies. Call 9-1-1. No pick-up or delivery of any medication is permitted.
- OPC asks that all riders donate \$3.00 each way of the trip, \$6.00 round trip. (Donate whatever you believe you can afford.)
- While **Saturday** transportation is provided, OPC asks that any non-medical reservations be made between 10:00 am and 2:00 pm.
- Escorts if needed, are allowed to ride on an OPC vehicle and must be between 18 and 49 years of age. Escorts and aids are asked to donate \$2.50 fare one way and \$5.00 round trip. If the rider has special needs that the driver cannot manage alone, an escort is required.

SPECIAL NEEDS TRANSPORTATION GUIDELINES:

- OPC provides handicap transportation seven days per week during all regularly scheduled hours.
- Use the same method for arranging special needs transportation that is outlined above. Simply request a handicap vehicle when the reservation is made.
- All pickup and drop-off points must be **handicap accessible**. OPC drivers are not allowed to bring wheelchairs or similar devices over doorsills or down stairs. Riders who cannot provide handicap accessibility must furnish their own assistance to and from the vehicle.
- If the rider is **hearing impaired** and has a TDD (Telecommunications Device for the Deaf), a call to the Michigan Relay Center (1-800-649-3777) may be made for reservations or cancellations.

RIDERS UNDER 60 GUIDELINES:

- Transportation is provided for **disabled or handicapped** riders under the age of 60.
- Riders under the age of 60 must supply a written doctor's statement as proof of the disability to OPC before transportation can be provided. You may fax to: (248) 656-3153, or mail the statement to:

OPC Transportation Office • 650 Letica • Rochester, MI 48307.

FY2008 VEHICLE INVENTORY

Name of Agency		OLDER PERSONS COMMISSION												
See NOTE	YEAR	MODEL	CHASSIS TYPE	LOANER (L) OR OWNED (O)	VEHICLE ID NO. (Chassis Serial No.)	LOCAL VEHICLE NUMBER	STATE LICENSE NUMBER	SEATING CAPACITY	LIFT (Y or N)	MILEAGE AS OF 01/01/07	IN SERVICE DATE	FUNDING SOURCES		
	2000	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS2420YHC000090	1	10Y426	14	N	122,402.00	Oct-00	LOCAL		
	2000	Volkswagon	Car-Minivan-Van Conversion	O	WV2KH4700YH041354	15	NLD-349	4+1WC	Y	25,306.00	Feb-01	LOCAL		
	2001	Ford	Car-Minivan-Van Conversion	O	1FTNS242X1HBO8880	16	09Y003	14	N	139,430.00	May-01	LOCAL		
	2002	Ford	Car-Minivan-Van Conversion	O	1FTSS34L82HB28144	5	14Y746	6+2WC	Y	119,680.00	Aug-02	LOCAL		
	2004	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS24W04HA03580	3	06Y926	14	N	93,967.00	Nov-03	LOCAL		
	2004	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS24W44HA03579	10	24Y322	14	N	99,586.00	Nov-03	LOCAL		
	2004	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS24W74HA01079	17	16Y770	14	N	84,165.00	Nov-03	LOCAL		
	2004	Chevy Express	Small Bus (<30ft van cutaway chassis)	O	1GBJG31U941131273	18	29Y147	5+2WC	Y	118,589.00	Mar-04	LOCAL		
	2004	Chevy Express	Small Bus (<30ft van cutaway chassis)	O	1GBJG31J6411311537	19	29Y146	5+2WC	Y	121,170.00	Mar-04	LOCAL		
	2004	Chevy Express	Small Bus (<30ft van cutaway chassis)	O	1GBJG31U041131789	29	29Y148	5+2WC	Y	98,768.00	Mar-04	LOCAL		
	2006	Ford Econoline	Small Bus (<30ft van cutaway chassis)	O	1FTNS24WX6HB15016	6	32Y622	14	N	36,344.00	Jan-06	LOCAL		
	2006	Chevy Express	Small Bus (<30ft van cutaway chassis)	O	1GBJG31U061172457	7	32Y818	4+2WC	Y	50,849.00	Feb-06	LOCAL		
	2006	Chevy Champion	Small Bus (<30ft van cutaway chassis)	O	1GBJG31U051245907	27	33Y601	5+2WC	Y	34,041.00	Jul-06	LOCAL		
	2006	Ford Econoline	Small Bus (<30ft-cutaway chassis)	O	1FTNS24WX6HB15015	4	32Y837	14	N	34,670.00	Jan-06	LOCAL		
	2007	Ford Supreme	Small Bus (<30ft-cutaway chassis)	O	1FDWE39L77DAV2098	32	001Y664	6+2WC	Y	3,642.00	July-07	LOCAL		
	2007	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTSS34L97DA12885	33	001Y800	14	N	3,024.00	July-07	LOCAL		
	2007	Ford	Small Bus (<30ft-cutaway chassis)	L	1FBSS31L07DB25424	34	070X683	8	Y	5,878.00	02/08/08	DONATED		
	2007	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS24W67DB39854	35	00Y244	14	N	4,274.00	03/08/08	LOCAL		
	2007	Ford	Small Bus (<30ft-cutaway chassis)	O	1FTNS24W7DB39856	36	004Y243	14	N	3,271.00	03/08/08	LOCAL		
	2008	Ford	Small Bus (<30ft-cutaway chassis)	O	1FD3E36L38DA65492	37	004Y573	7+2WC	Y	1409	05/08/08	LOCAL		
	2008	Ford	Small Bus (<30ft-cutaway chassis)	O	1FD3E36L58DA65493	38	004Y574	7+2WC	Y	1,101.00	05/08/08	LOCAL		
	TOTAL NUMBER OF VEHICLES					21	NUMBER OF LIFT/RAMP EQUIPPED VEHICLES			11				

NOTE: Vehicles to be replaced in this application should be identified with an asterisk. If vehicles have been approved for replacement previously, indicate the application year of the request.

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	2			2	100												
Professionals																	
Technicians																	
Sales Workers																	
Office and Clerical Staff	2			2	100												
Craftsmen (Skilled)																	
Operators (Semi. Skilled)	20			7	35												
Laborers (Unskilled)																	
Service Workers																	
Journey Workers																	
Apprentices																	
Total	24			11	46												

Certification

Name of authorized official: MARY E. MILLER Title: Executive Director

Signature: Mary E Miller Date: July 16, 2008

Name of person to contact: MARY E. MILLER Title: EXECUTIVE DIRECTOR

Address regarding this report: 650 Letica Drive City: Rochester

State: Michigan Zip Code: 48307 Area Code: 248 Telephone Number: 608-0255 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		