



Suburban Mobility Authority for Regional Transportation

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

July 9, 2009

RECEIVED

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

JUL 22 2009

ROCHESTER HILLS  
OFFICE OF THE CITY CLERK

Dear Ms. Leslie:

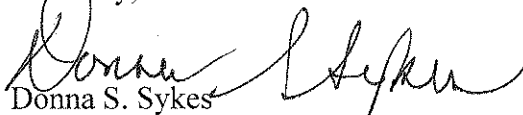
In support of your local transportation program, enclosed please find the Fiscal Year 2010 Municipal Credit Contract between SMART and the City of Rochester Hills. The contract is for the period of July 1, 2009 through June 30, 2010.

For Fiscal Year 2010 your municipal credit funds are \$64,681. However, to receive the total amount of municipal credit funds from SMART will require the municipality to have local match funds of \$78,832. If you transfer your funds to another municipality to support their program please confirm if they have the match requirement allowing you to execute the contract for the full amount.

To receive your 2010 funds, please have signed two copies of the enclosed contracts, complete Exhibit A, *Project Description* and Exhibit B, *Project Operating Budget* 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. **Exhibit C, *Quarterly Operating Report*, is due at the end of each quarter during the term of the contract and is the mechanism finance will use to disburse municipal and community credit funds.**

Once you have signed the contracts and completed the attachments, please return the contract packet to me for final execution. After the contract has been signed by SMART's General Manager I will return to you a fully executed contract for your records. As always if you have questions or need my assistance, feel free to contact me at (248) 362-3024 or by email at [dsykes@smartbus.org](mailto:dsykes@smartbus.org).

Sincerely,

  
Donna S. Sykes  
Ombudsperson, Oakland County

cc: Beth Dryden

Enclosures



# MUNICIPAL CREDIT CONTRACT

## FY - 2010

I Bryan K. Barnett on behalf the City of Rochester Hills apply to SMART for our Municipal Credits for the period July 1, 2009 to June 30, 2010, 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: \_\_\_\_\_

**Suburban Mobility Authority for  
Regional Transportation**

Date \_\_\_\_\_

By: \_\_\_\_\_

General Manager

# MUNICIPAL CREDIT CONTRACT FY 2010

I, Marye E. Miller, on behalf of the Older Persons' Commission apply to SMART for our Municipal Credits for the period July 1, 2009 to June 30, 2010 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 24, 2009

## Suburban Mobility Authority for Regional Transportation

By: \_\_\_\_\_  
General Manager

Dated : \_\_\_\_\_

# EXHIBIT B

## PROJECT OPERATING BUDGET

Municipality: OPC-Rocester-Rochester Hills & Oakland Township  
 PROJECT: Municipal Credits  
 Contract Period: July 1, 2009-June 30, 2010  
 Account No: 10-48242-8965

### OPERATING EXPENSES:

Administrative Fee (10% max. of MC & CC funds)	\$8,680	
Driver Wages	\$430,661	
Fringe Benefits	\$55,000	
Gasoline & Lubricants	\$155,000	
Vehicle Insurance	\$50,777	
Parts, Maintenance Supplies	\$120,000	
Mechanic Wages	\$0	
fringe Benefits	\$0	
Dispatch Wages	\$ 42,279.38	
Other (Van Wash - Phone - Medical Exams)	\$2,000	
Sub-Total (Operations & Maintenance)		\$864,397
<b><u>Purchased Service</u></b>		
Taxi Service	\$0	
Charter Service	\$0	
SMART Bus Tickets	\$0	
SMART Shuttle Service	\$0	
SMART Dial-A-Ride	\$0	
SUB-TOTAL	\$	-
<b><u>CAPITAL EQUIPMENT:</u></b>		
<b><u>(Only list purchases to be made with Community Credits)</u></b>		
Computer Equipment	\$0	
Software	\$0	
Vehicle	\$0	
Maintenance Equipment	\$0	
OTHER (SPECIFY)	\$0	
Sub-Total	\$	-
<b>TOTAL EXPENSES</b>	<b>\$</b>	<b>864,397.46</b>

## EXHIBIT B (Page 2)

### REVENUES:

Municipal Credit Funds	\$	-
Community Credit Funds	\$	-
Specialize Services Funds	\$	22,475
General Funds (Local Tax Dollars)	\$	741,922
Fare box Revenue	\$	100,000
In-Kind Service	\$	-
Special Fares (Contracted Services)	\$	-
Other (SPECIFY)	\$	-

### TOTAL REVENUES:

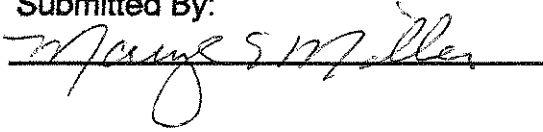
\$ 864,397.46

(Note: Total expenses must equal Total Revenues)

Submitted By:

TITLE:

Date:



Executive Director

23-Jul-09

## 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*

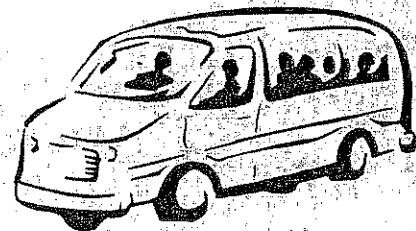
Do you need transportation to hair or doctor's appointments, shopping, to the senior center, or just to visit a friend? We serve all people 60 or older, and those under 60 who are disabled (with a doctor's letter). Let the OPC minibus take you anywhere in Rochester, Rochester Hills, Oakland Township,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



Name of Agency OLDER PERSONS' COMMISSION

FY2009 VEHICLE INVENTORY

YEAR	MODEL	CHASSIS TYPE	TURNED IN OR OWNED	VEHICLE ID NO. (Chassis Serial No.)	LOCAL VEHICLE NUMBER	STATE LICENSE NUMBER	SEATING CAPACITY	LIFT (Y or N)	MILEAGE AS OF 07/1/09	IN SERVICE DATE	FUNDING SOURCES	
												VEHICLE NUMBER
2000	Volkswagen	Car-MiniVan-Van Conversion	0	WV2KH4700YH041354	15	BCV3986	4+1WC	Y	28,372	February-01	LOCAL	
2001	Ford	Car-MiniVan-Van Conversion	0	1FTNS24Z2X1HBC08880	16	003Y471	14	N	151,013	May-01	LOCAL	
2002	Ford	Car-MiniVan-Van Conversion	0	1FTSS34L82HB28144	5	010Y492	6+2WC	Y	133,556	August-02	LOCAL	
2004	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTNS24W04HA03580	3	010Y489	14	N	124,714	November-03	LOCAL	
2004	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTNS24W44HA03579	10	010Y491	14	N	129,912	Nov-03	LOCAL	
2004	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTNS24W74HA01079	17	003Y472	14	N	115,920	Nov-03	LOCAL	
2004	Chevy Express	Small Bus (<30ft, van cutaway chassis)	0	1GBJG31U6411311537	19	010Y269	5+2WC	Y	159,905	Mar-04	LOCAL	
2004	Chevy Express	Small Bus (<30ft, van cutaway chassis)	0	1GBJG31U041131789	29	010Y350	5+2WC	Y	133,944	Mar-04	LOCAL	
2006	Ford Econoline	Small Bus (<30ft, van cutaway chassis)	0	1FTNS24WX6HB15016	6	010Y496	14	N	75,373	Jan-06	LOCAL	
2006	Chevy Express	Small Bus (<30ft, van cutaway chassis)	0	1GBJG31U061172457	7	010Y498	4+2WC	Y	93,491	Feb-06	LOCAL	
2006	Chevy Champion	Small Bus (<30ft, van cutaway chassis)	0	1GBJG31U051245907	27	010Y485	5+2WC	Y	66,191	Jul-06	LOCAL	
2006	Ford Econoline	Small Bus (<30ft-cutaway chassis)	0	1FTNS24WX6HB15015	4	010Y487	14	N	66,621	Jan-06	LOCAL	
2007	Ford Supreme	Small Bus (<30ft-cutaway chassis)	0	1FDWE36L77DA72098	32	001Y664	6+2WC	Y	40,456	July-07	LOCAL	
2007	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTSS34L97DA12865	33	001Y800	14	N	28,007	July-07	LOCAL	
2007	Ford	Small Bus (<30ft-cutaway chassis)	0	1FBSS31L07DB25424	34	070X683	8	Y	24,279	February-08	5310	
2007	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTNS24W67DB39854	35	004Y244	14	N	20,690	March-08	LOCAL	
2007	Ford	Small Bus (<30ft-cutaway chassis)	0	1FTNS24W7DB39855	36	004Y244	14	N	15,682	March-08	LOCAL	
2008	Ford	Small Bus (<30ft-cutaway chassis)	0	1FD3E35L38DA65482	37	004Y573	7+2WC	Y	24,826	May-08	LOCAL	
2008	Ford	Small Bus (<30ft-cutaway chassis)	0	1FD3E35L58DA65483	38	004Y574	7+2WC	Y	14,891	May-08	LOCAL	
2009	Ford	Small Bus (<30ft-cutaway chassis)	0	1FDEE35L29DA12888	88	005Y795	14	N	1,517	December-08	LOCAL	
TOTAL NUMBER OF VEHICLES					20	NUMBER OF LIFT/RAMP EQUIPPED VEHICLES		9				

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			1	50												
Professionals																	
Technicians																	
Sales Workers																	
Office and Clerical Staff	2			1	50												
Craftsmen (Skilled)																	
Operators (Semi. Skilled)	22			11	50												
Laborers (Unskilled)																	
Service Workers																	
Journey Workers																	
Apprentices																	
<b>Total</b>	<b>26</b>			<b>13</b>	<b>50</b>												

**Certification**

Name of authorized official: Marye E. Miller Title: Executive Director  
 Signature: *Marye E. Miller* Date: 7/23/2009  
 Name of person to contact regarding this report: Marye E. Miller Title: Executive Director  
 Address (number and street): 650 Letica Dr. City: Rochester  
 State: 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		