



CITY OF GROSSE POINTE WOODS
MEMORANDUM

DATE: September 5, 2024

TO: Mayor and City Council

CC: Steven Schmidt, Treasurer/Comptroller

FROM: Frank Schulte, City Administrator *F.S.*

SUBJECT: SMART Municipal and Community Credits Contract for FY 2025

Attached is the *FY-2025 Municipal Credit and Community Credit Contract* between SMART and the City, which runs July 1, 2024 through June 30, 2025. The contract outlines that the city will receive \$15,428 in Municipal Credits and \$31,290 in Community Credits.

The *Projected FY-2025 Operating Budget* (Exhibit B) outlining how funds will be expended is as follows:

<u>OPERATING EXPENSES</u>	
Administrative Fee	\$1,750
Driver Wages	\$4,000
Gasoline & Lubricants	\$4,500
Vehicle Insurance	\$604
Other – Transfer to PAATS	\$40,418
Charter Service	\$5,000
Capital Purchases	\$1,300
Total	\$46,718
<u>REVENUES</u>	
Municipal Credit Funds	\$15,428
Community Credit Funds	\$31,290
Total Revenue	\$46,718

I recommend approval authorizing the Mayor to sign the *SMART Municipal and Community Credit Contract for FY-2025*.

Attachments

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT FOR FY2025

I, Arthur W. Bryant, as the Mayor of the City of Grosse Pointe Woods (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** available for the period July 1, 2024 through June 30, 2025 (Section 1 below), and **Community Credits** available for the period July 1, 2024 to June 30, 2025 (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in **Exhibit A**, and the operating budget for that service is set forth in **Exhibit B**, both of which are attached hereto and incorporated herein.

1. The Community agrees to use **\$15428** in **Municipal Credit** funds as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 5,000
(Including Charter and Taxi services)
- (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- (d) Services Purchased from Subcontractor At the cost of: \$ 10,428
PAATS
(NAME OF SUBCONTRACTOR)
(See attached Subcontractor Service Agreement)

Total \$15428

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 pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on the State's approved budget. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. 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. All Municipal Credit funding must be spent by June 30, 2027; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use **\$31290** in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
- (b) Van/Bus Operations At the cost of: \$ 10,854
(Including Charter and Taxi services)

- (c) Services Purchased from SMART (Including Tickets, Shuttle Services/Dial-a-Ride) At the cost of: \$ _____
- (d) Capital Purchases At the cost of: \$ 1,300
- (e) Services Purchased from Subcontractor At the cost of: \$ 19,136
PAATS
 (NAME OF SUBCONTRACTOR)
 (See attached Subcontractor Service Agreement)

Total \$31290

To the extent that this Contract calls for a payment of funds directly from SMART to a subcontractor, Community hereby acknowledges that it is the party entitled to receive such funds and is affirmatively authorizing and directing SMART to pay such funds directly to the subcontractor on its behalf. Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2025, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2029; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

This Agreement shall be binding once signed by both parties.

**SUBURBAN MOBILITY AUTHORITY
FOR REGIONAL TRANSPORTATION**

CITY OF GROSSE POINTE WOODS

Signature

Signature

Printed Name

Arthur W. Bryant

Printed Name

Title

Mayor

Title

Date

Date

EXHIBIT A

Project Descriptions

Van Operations

Recreational and cultural activities are provided to Grosse Pointe Woods residents and non-residents through a charter bus service. Travel accommodations are provided for individuals with special needs. The charter bus service program travels to destinations within Wayne, Oakland, Macomb, St. Clair and Monroe counties.

Service Times: Reservations: 8:30 am – 5:00 pm, Monday through Friday (313.343.2408). Trip times vary according to the event scheduled.

Eligible User Groups: Grosse Pointe Woods residents and non-residents of any age.

Fare Structure: Program participants pay a trip fare that includes the cost of transportation.

Service Mode: The level of service is subject to availability based upon a first come, first served basis. Buses used in the program may transport up to 55 passengers. Wheelchair lift equipped buses are provided upon request when sufficient notice is given.

Bus Service

Utilized for smaller various city events. Additionally, utilized to pick-up/drop-off residents and their guests from various sites throughout the city and transport them to various destinations within the City of Grosse Pointe Woods and Lake Front Park.

Service Times:

- Summer: Mid-June through mid-July / 8:30 am – 4:30 pm
- 2023 Polar Express event: December 5, 6, 7, 8, 12, 13, 14, 15, 19, 20 and 21.
- Mack Avenue service every Friday and Saturdays from 5:00 pm – 10:00 pm beginning Memorial Day June-Labor Day.
- Various city events as needed.

Eligibility Criteria: Residents and non-resident guests of any age.

Fare Structure: Program participants do not pay a trip fare for the summer bus transportation; however, there is a \$10.00 fee for anyone one over the age of one for Polar Express.

Service Mode: The level of service is subject to availability based upon a first come, first served basis and passengers are picked up at designated stops (see attached flyer). The bus can transport up to 24 passengers and is lift equipped.

Capital Improvement – Software When residents and non-residents are interested in participating in a trip, RecPro software is used to assign people to trips, print out rosters, send out itineraries, as well as to create weekly, monthly, and annual reports.

EXHIBIT B

PROJECT OPERATING BUDGET

Municipality: City of Grosse Pointe Woods

Contract Period: July 1, 2024 through June 30, 2025

Account Number: 48117

OPERATING EXPENSES:

Administrative Wages/Salary: *(All employees other than drivers and dispatchers)*

(10% max. of MC & CC funds) \$1,750

Driver Wages \$4,000

Fringe Benefits _____

Gasoline & Lubricants \$4,500

Vehicle Insurance \$ 604

Parts, Maintenance Supplies _____

Mechanic Wages _____

Fringe Benefits _____

Dispatch Wages _____

Other (Specify) _____

Other (Specify) _____

Other (Specify) _____

Sub-Total (Operating Expenses) \$10,854

PURCHASED SERVICE:

Taxi Service _____

Charter Service \$5,000

SMART Bus Tickets _____

SMART Shuttle Service _____

SMART Dial-A-Ride _____

Other (Specify) Transfer to PAATS \$29,564

Sub-Total (Purchased Service) \$34,564

CAPITAL EQUIPMENT:

(Only list purchases to be made with Community Credits)

Computer Equipment _____

Software \$1,300

Vehicle _____

Maintenance Equipment _____

Other (Specify) _____

Sub-Total (Capital Equipment) \$1,300

TOTAL EXPENSES **Operating**
Expenses, Purchased Service, and
Capital Equipment: \$46,718

EXHIBIT B, continued (Page 2)

REVENUES:

Municipal Credit Funds	<u>15428</u>
Community Credit Funds	<u>31290</u>
Specialized Services Funds	_____
General Funds	_____
Farebox Revenue	_____
In-Kind Service	_____
Special Fares (Contracted Service)	_____
Other (Specify)	_____

TOTAL REVENUE: \$46,718

(Note: *TOTAL EXPENSES* must equal *TOTAL REVENUE*)

MC & CC Contract for FY 2025

City/Agency Name: City of Grosse Pointe Woods

Primary Contact Person Name: Frank Schulte

Title: City Administrator

Office Telephone Number: 313.343.2450

Cell Phone Number: 313.806.2509

Fax Number: 313.343.2658

Email Address: fschulte@gpwmi.us

Street Address, City, Zip Code: 20025 Mack Plaza Drive, Grosse Pointe Woods MI 48236

Secondary Contact Person Name: Susan Como

Title: Assistant City Administrator

Office Telephone Number: 313.343.2445

Cell Phone Number: 586.242.2782

Fax Number: 313.343.2658

Email Address: scomo@gpwmi.us

Street Address, City, Zip Code: 20025 Mack Plaza Drive, Grosse Pointe Woods, MI 48236

**Responsible for submitting quarterly reports.*

**Please indicate the staff person who sends the weekly and quarterly reports*