



*Buhl Building ▪ 535 Griswold Street, Suite 600 ▪ Detroit, MI 48226*

# **Board of Directors Meeting**

*January 26, 2023*



**Suburban Mobility Authority for Regional Transportation**

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

**ROLL CALL**

**Board of Directors Meeting**

**Date: January 26, 2023**

CHAIRPERSON, MS. HILARIE CHAMBERS

VICE-CHAIRPERSON, MR. ABDUL HAIDOUS

MR. ROYCE MANIKO

MR. KHALIL RAHAL

MR. BRET RASEGAN

MR. JOHN PAUL REA

MS. VICKI WOLBER

Tiffany Martin-Patterson, SMART Board Secretary



**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, JANUARY 26, 2023  
2:00 PM**

**AGENDA**

<u>ITEM:</u>	<u>ACTION:</u>	<u>PRESENTED BY:</u>
1. Call to Order		Hilarie Chambers
2. Pledge of Allegiance		
3. Roll Call		Tiffany Martin
4. Adoption of Agenda	Approval	Hilarie Chambers
5. Certification of Public Notice	Information	Tiffany Martin
6. Minutes		
A) Board Meeting Minutes for December 1, 2022	Approval	Hilarie Chambers
7. Public Participation	Discussion	Hilarie Chambers
8. Financial Reports		
A) FY2023 1 <sup>ST</sup> Quarter Report	Information	Ryan Byrne
9. Chairperson's Report	Information	Hilarie Chambers
10. General Manager's Report	Information	Dwight Ferrell
11. New Business		
A. Resolution: Authorization to Award a Contract for Clever Devices	Approval	Melvin Evans <i>Acting VP of IT</i>
B. Resolution: Amendment to the FY2022/23 General Operating Budget – Micro Transit Service Expansion and Consultant	Approval	Ryan Bryne <i>VP of Finance</i>
C. Resolution: Authorization of Additional funding for Micro Transit Contract	Approval	Danny Whitehouse <i>Acting VP of Paratransit</i>
D. Resolution: Authorization to Award a Contract for Micro Transit Project Manager	Approval	Danny Whitehouse <i>Acting VP of Paratransit</i>
E. Resolution: Authorization to Award a Contract for Lake Erie Transit Center LETC) One (1) 29-Foot Medium Duty Bus	Approval	LeJuan Burt <i>VP of Maintenance</i>
F. Resolution: Authorization to Correct the Non-Fixed Route Tire Contract (POCA)	Approval	LeJuan Burt <i>VP of Maintenance</i>

12. Closed Session (VL & Contract Negotiations)

Discussion

Hilarie Chambers

13. Board Member Business

Discussion

Hilarie Chambers

Adjournment



**Suburban Mobility Authority for Regional Transportation**

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**PUBLIC NOTICE**

SMART will hold the January 26, 2023 Board of Directors meeting at 2 p.m. in SMART's Board Room located on the sixth floor of the Buhl Building, 535 Griswold Street, Detroit, MI 48226.

**Virtual attendance is strongly encouraged, and full public participation is still available via Zoom.**

All physically present at the meeting must adhere to the following:

- Masks are recommended in indoor public transportation settings and encouraged. Please respect anyone needing or choosing to wear one.
- People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask or attend virtually.
- Pass a temperature check and a complete health screening questionnaire before entering the Board room.

The agenda can be found on SMART's website: <http://www.smartbus.org/About/Our-Organization/Board-of-Directors/Board-Meeting-Schedule>

Members of the public may attend in person, or virtually/via phone. To attend virtually; on a smartphone, tablet, or computer; please enter this URL in a web browser:

- <https://smartbus.zoom.us/j/97955560638>
- Via phone only, please dial: (301) 715-8592
- Webinar ID: 979 5556 0638 (no password required)
- One-tap mobile: +13017158592,,97955560638#

Members of the public may also submit a written comment to be read during the Public Comment period by emailing [SMARTBoard@smartbus.org](mailto:SMARTBoard@smartbus.org) by 1:45 p.m. on the day of the meeting.

Requests for reasonable accommodations at SMART require advanced reservations. Individuals with disabilities requiring assistance should contact [SMARTBoard@smartbus.org](mailto:SMARTBoard@smartbus.org) or 313-223-2110 as soon as possible. If you have difficulties joining the virtual session, contact [SMARTBoard@smartbus.org](mailto:SMARTBoard@smartbus.org) or 248-419-7912 and we will assist you to the best of our abilities.

Public Comment will proceed as follows:

- All comments: 5-minute limit per member of the public. Kindly state your name and city of residence.
- Public comments will be received in the following order
  - Members of the public who attend in person
  - Members of the public on Zoom/phone
  - Written comments via email. The Board Secretary will read any submitted comments

# SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

## BOARD OF DIRECTORS MEETING

### APPROVED MINUTES – December 1, 2022

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday December 1, 2022 at 2:05 PM. The meeting was held at 535 Griswold, Suite 600, Detroit, MI 48226 and via a digital public video conference.

#### ATTENDANCE

<b>SMART Board of Directors:</b>	Chairperson	Ms. Hilarie Chambers
	Vice-Chairperson	Mr. Abdul Haidous
		Mr. Royce Maniko
		Mr. John Paul Rea
		Mr. Bret Rasegan
		Ms. Vicki Wolber
<b>Absent Board Members:</b>		Mr. Khalil Rahal
<b>SMART General Manager:</b>		Mr. Dwight Ferrell
<b>SMART Deputy GM &amp; COO:</b>		Ms. Tiffany Gunter
<b>SMART Board Administrator:</b>		Ms. Tiffany Martin-Patterson
<b>SMART Staff Present:</b>		Ms. Truvae Adams
		Mr. Brandon Adolph
		Ms. Laura Bieniek
		Mr. Ryan Byrne
		Ms. Sabrina Clay
		Mr. Melvin Evans
		Ms. Beth Gibbons
		Ms. Melissa Hightower
		Ms. Lynette Hurt
		Ms. Carol Jones
		Ms. Angie Kelley
		Ms. Nicole Mack
		Ms. Laila Malki
	Ms. Nichole Peters	
	Ms. Michele Pollock	
	Mr. Sean Riopelle	
	Ms. Shana Shore	

Ms. Madonna Van Fossen  
Mr. Mark Watson  
Ms. Patty Wailing  
Ms. Dea Weathers  
Mr. D'Andrae Whitley

**Public Registered:**

None

**1. Call to Order**

A) Pledge of Allegiance

**2. Roll Call**

**Present:** Chairperson Ms. Hilarie Chambers, Vice-Chairperson Mr. Abdul Haidous, Mr. Bret Rasegan and Mr. John Paul Rea, Mr. Royce Maniko

**Absent:** Mr. Khalil Rahal

**A quorum was present.**

**3. Adoption of Agenda**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Khalil Rahal, to approve the agenda for the December 1, 2022 Board meeting.

**DISCUSSION**

None

**VOTE: THE MOTION CARRIED.**

**4. Certification of Public Notice**

The Secretary read the Public Notice and Rules of Order into the record.

## 5. Minutes

### A. Board Meeting Minutes for December 1, 2022

**MOTION:** Moved by Mr. Brett Rasegan, seconded by Mr. Khalil Rahal, to approve the Board meeting minutes for December 1, 2022.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation

Chairperson Ms. Hilarie Chambers declared the meeting open for Public Participation.

- Ms. Megan Owens
- Mr. Tomas Yazback
- Ms. Kathy Meagher
- Mr. Lukas Lasecki
- Mr. Steven Hamingtree
- Mr. Robert Pawlowski
- Mr. Logan – TRU
- Mr. Joel Batterman
- Mr. Chris Copacia

## 7. Chairperson's Report

**DISCUSSION:**

None

## 8. General Manager's Report

**DISCUSSION:**

None



## 9. Financial Report

### A. Resolution: Fiscal 2022 Audit Presentation

**MOTION:** Moved by Mr. Royce Maniko, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby receives and files the following reports:

- ▶ The June 30, 2022, audited financial statements, and accompanying independent auditors report dated November 21, 2022,
- ▶ The audited single audit report for the year ended June 30, 2022, and the
- ▶ accompanying Independent Auditors reports dated November 21, 2022, regarding the Report on Schedule of Expenditures of Federal Awards, the Report on Internal Control
- ▶ The Report on Compliance, the November 21, 2022 Other Required Communications letter and

**BE IT FURTHER RESOLVED:** that the Board directs the VP of Finance to submit all reports to their proper federal and state agencies as required by state and federal law prior to December 31, 2022.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 10. New Business

### A. Resolution: Authorization of Additional Funding for Plumbing Repair Services Contract

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve additional funding for plumbing repair services in the amount not to exceed \$20,000 for the base three-year contract and subsequent \$20,000 for each option years to USA Plumbing & Sewer Inc.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Authorization to Award a Contract for fifty-three (53) Transit Vans**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Bret Rasegan, that the General Manager of Suburban Mobility for Regional Transportation is hereby authorized to Award a Contract to Hoekstra Transportation for the Purchase of fifty-three (52) Transit Vans. The vans will be purchased under a cooperative purchasing agreement through The State of Michigan Department of Transportation (MDOT) for an amount not to exceed \$3,802,591.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization to Award a Contract for Bus Shelter Maintenance and Repair Services**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. Royce Maniko, that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a tree-year contract for an amount not to exceed \$669,423 to Allied Building Services Co. of Detroit for bus shelter maintenance and repair services. There are two, one-year renewal options for subsequent amounts not to exceed \$227,862 for option year one and \$231,558 for option year two.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**11. Closed Session**

**Roll Call**

Present: Chairperson Ms. Vicki Wolber, Ms. Vice-Chairperson Ms. Hilarie Chambers, Mr. Bret Rasegan, Rahal and Mr. John Paul Rea

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko that the Board of Directors of the Suburban Mobility Authority for Regional Transportation **proceed into** Executive Session to discuss the WC Claim.

**VOTE:** All in attendance voted in the affirmative. **THE MOTION CARRIED.**

**DISCUSSION:**

Confidential

**VOTE:** All in attendance voted in the affirmative. **THE MOTION CARRIED.**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby authorizes the move to **proceed out** of Executive Session.

**VOTE:** All in attendance voted in the affirmative. **THE MOTION CARRIED.**

## 12. Board Member Business

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Royce Maniko that the Board of Directors of the Suburban Mobility Authority for Regional Transportation to proceed with the recommendation of General Counsel for SMART's WC Claim.

**DISCUSSION:**

None

**VOTE:** All in attendance voted in the affirmative. **THE MOTION CARRIED.**

**Adjournment**

There being no further business to come before the Board, upon motion made by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, and unanimously carried, the meeting adjourned at 3:40 PM.

Respectfully submitted,



Tiffany Martin-Patterson  
Board Administrator



Suburban Mobility Authority for Regional Transportation

**1st Quarter Financial Report**

FY2023 – September 30, 2022

As Presented By:

Finance Department

## **1<sup>st</sup> Quarter FY2023 Financial Reports**

**Submitted By: Ryan Byrne, CFO**

**1/17/23**

**The first quarter financial statement of FY 2023 has been completed. SMART's balance sheet remains stable. As compared to first quarter FY2022, FY2023 total assets for the same period are 3.4% higher. The key individual asset that supports the asset increase is Cash and Cash Equivalents, due to additional efforts to collect grants receivable more timely. Total first quarter FY2023 liabilities (excluding pension and OPEB) are up 19.7% as compared to first quarter FY2022. This overall liability increase is largely a result of the timing of payments on the Authority's accounts payable, and payables under Municipal and Community Credit programs. The net asset unrestricted balance remains positive, meaning the authority maintains a small surplus of assets over liabilities.**

**First quarter FY2023, overall revenues compared to FY2022 overall appropriation is below target by approximately 17.18% or \$6.8M. The Authority has included property tax revenues from Oakland County commensurate with the original FY 23 budget, thus has not yet included any Oakland County funding increase, as we continue to finalize the expansion plan.**

**First quarter FY2023, overall actual expenditures compared to FY 2023 appropriation for the same time period are currently 12.14% below FY2023 appropriation. Fixed route costs, as well as connector and general administration personal services costs (wages and fringes) are down as compared to current appropriation. This trend is largely due to open fixed route and connector bus positions, and reduced service miles as compared to pre pandemic levels.**

**I will be available to answer any questions regarding this report at the Board's convenience.**

**Director of Finance Report Page 1**

SMART  
**Balance Sheet - Summary of All Funds**  
For the Three Months Ending September 30

<b>SMART BALANCE SHEET</b>	FY2023	FY2022	Y/E FY2022
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	130,571,175.88	89,417,415.99	143,935,102.12
Investments	16,563,442.00	18,378,116.63	17,062,918.35
Receivables:			
Accrued Interest Receivable	24,905.27	21,938.09	26,139.86
Grants Receivable	25,305,461.14	53,709,375.80	35,034,656.62
Local Contributions Receivable	18,537,125.99	19,864,557.92	368,300.00
Other Receivables	1,419,419.43	516,728.60	1,483,427.87
Materials and Supplies Inventory	3,037,048.56	3,448,999.15	2,822,250.01
Prepaid Expenses	2,439,042.16	1,859,528.00	500,005.08
<b>Total Current Assets</b>	<b>197,897,620.43</b>	<b>187,216,660.18</b>	<b>201,232,799.91</b>
<b>Noncurrent Assets</b>			
Cash Restricted for Re-Investment	121,707.70	101,638.82	121,707.70
Capital Assets, net	165,006,733.61	163,789,991.15	162,892,556.43
<b>Total Noncurrent Assets</b>	<b>165,128,441.31</b>	<b>163,891,629.97</b>	<b>163,014,264.13</b>
<b>Total Assets</b>	<b>\$ 363,026,062</b>	<b>\$ 351,108,290</b>	<b>\$ 364,247,064</b>
<b>Deferred Outflows of Resources</b>			
Deferred Outflows-Pension	17,868,658.00	17,102,393.00	17,868,658.00
Deferred Outflows-OPEB	15,994,171.00	19,075,656.00	15,994,171.00
<b>Total Deferred Outflows</b>	<b>33,862,829.00</b>	<b>36,178,049.00</b>	<b>33,862,829.00</b>
<b>Total Assets and Deferred Outflows</b>	<b>\$ 396,888,891</b>	<b>\$ 387,286,339</b>	<b>\$ 398,109,893</b>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current Liabilities</b>			
Municipal and Community Credits Payable	7,765,326.33	6,891,854.51	6,680,591.94
Accounts Payable under POS agreements	4,253,518.47	2,256,684.20	3,211,382.94
Accrued Self Insurance	14,661,746.68	14,362,361.14	14,755,528.23
Payable to the State of Michigan	3,742,124.49	2,018,600.00	3,742,124.49
A/P State Act 51 Prior Yr Adj	(2.00)	21,004.00	15,449.00
Accounts Payable and Accrued Expenses	9,019,030.56	7,067,619.72	13,089,333.10
Accrued Compensation	5,048,230.05	4,545,906.14	4,297,349.17
<b>Total Current Liabilities</b>	<b>44,489,974.58</b>	<b>37,164,029.71</b>	<b>45,791,758.87</b>
<b>Noncurrent Liabilities</b>			
Net OPEB Obligation	58,422,140.79	57,523,031.74	58,422,140.79
Net Pension Obligation	37,903,252.58	55,343,800.80	37,903,252.58
Lease Liability	1,973,198.00		1,973,198.00
<b>Total Liabilities</b>	<b>142,788,565.95</b>	<b>150,030,862.25</b>	<b>144,090,350.24</b>
<b>Deferred Inflows of Resources</b>			
Deferred Inflows-OPEB	35,409,767.00	58,688,895.00	35,409,767.00
Deferred Inflows-Pension	20,285,642.41	10,521,681.00	20,285,642.41
Deferred Inflows-Lessor	550,287.00		550,287.00
<b>Total Deferred Inflows</b>	<b>56,245,696.41</b>	<b>69,210,576.00</b>	<b>56,245,696.41</b>
<b>Total Liabilities and Deferred Inflows</b>	<b>199,034,262.36</b>	<b>219,241,438.25</b>	<b>200,336,046.65</b>
<b>RETAINED EARNINGS</b>			
<b>Net Position:</b>			
Invested in Capital Assets, net of related debt	165,006,733.61	163,789,991.15	162,892,556.43
Restricted	121,707.70	101,638.82	121,707.70
Unrestricted	32,726,187.07	4,153,270.93	34,759,582.26
<b>Total Net Position</b>	<b>197,854,628.38</b>	<b>168,044,900.90</b>	<b>197,773,846.39</b>
<b>Total Liabilities and Net Position</b>	<b>340,643,194.33</b>	<b>318,075,763.15</b>	<b>341,864,196.63</b>
<b>Total Liabilities, Deferred Inflows and Net Position</b>	<b>\$ 396,888,891</b>	<b>\$ 387,286,339</b>	<b>\$ 398,109,893</b>

SMART FUNCTIONAL INCOME STATEMENT	1st Quarter FY 2022/23			
	ACTUAL	BUDGET	\$\$ VARIANCE FAV(UNFAV)	% VARIANCE
<b>REVENUES</b>				
<b>FEDERAL OPERATING REVENUE</b>				
Section 5307 & 5309	\$2,000,000.01	\$2,000,001.00	0.99	0.00%
Other Federal Grants	83,163.50	184,752.00	101,588.50	54.99%
Sec 5307 CARES Act	-	1,125,000.00	1,125,000.00	0.00%
<b>Total Federal Operating Revenue</b>	<b>2,083,163.51</b>	<b>3,309,753.00</b>	<b>1,226,589.49</b>	<b>18.56%</b>
<b>STATE OF MICHIGAN</b>				
Act 51	6,425,078.00	10,875,000.00	4,449,922.00	40.92%
State PM Revenue	500,000.01	500,001.00	0.99	0.00%
Other State Grant	26,240.88	40,875.00	14,634.12	35.80%
<b>Total State Operating Revenue</b>	<b>6,951,318.89</b>	<b>11,415,876.00</b>	<b>4,464,557.11</b>	<b>39.11%</b>
<b>LOCAL CONTRIBUTION</b>				
Contribution From County Transit Authorities	19,700,001.00	19,700,001.00		0.00%
Contra Revenue - Local Contribution	(37,500.00)	(37,500.00)		0.00%
<b>Total Local Contribution Revenue</b>	<b>19,662,501.00</b>	<b>19,662,501.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Local Comm Stabilization</b>	<b>-</b>	<b>500,001.00</b>	<b>500,001.00</b>	<b>100.00%</b>
<b>OPERATIONS:</b>				
Fixed Route	1,469,732.75	1,574,226.00	104,493.25	6.64%
Connector	136,738.92	142,758.00	6,019.08	4.22%
Mircotransit	45,131.32	12,501.00	(32,630.32)	-261.02%
Admin Fee Revenue	142,604.16	139,248.00	(3,356.16)	-2.41%
Interest Revenue	(14,108.87)	75,000.00	89,108.87	118.81%
Fleet Maint Reimbursement	40,158.10	26,250.00	(13,908.10)	-52.98%
Other Revenues	11,351.00	20,001.00	8,650.00	43.25%
Restricted Revenue	2,376,935.40	2,855,502.00	478,566.60	16.76%
<b>Total Operating Revenues</b>	<b>\$ 32,905,526</b>	<b>\$ 39,733,617</b>	<b>\$ (6,828,091)</b>	<b>-17.2%</b>
<b>OPERATING EXPENSES</b>				
<b>FUNCTIONAL OPERATIONS:</b>				
Fixed Route	19,486,039.55	23,541,930.00	4,055,890.45	17.23%
Connector	4,071,079.74	4,958,552.00	887,472.26	17.90%
General Administration	5,808,464.42	5,066,557.99	(741,906.43)	-14.64%
Microtransit	1,582,200.22	1,500,003.00	(82,197.22)	-5.48%
Community Credits	1,028,721.00	1,028,724.00	3.00	0.00%
Vehcile Purchase Expense	0.00	125,001.00	125,001.00	100.00%
Purchase of Service	200,110.60	172,923.00	(27,187.60)	-15.72%
Community Transit Service	76,581.66	48,252.00	(28,329.66)	-58.71%
Depreciation	62,700.00	62,499.00	(201.00)	-0.32%
Contingency	282,914.81	450,000.00	167,085.19	37.13%
Restricted Expenses	2,376,935.40	2,855,499.00	478,563.60	16.76%
<b>Total Operating Expenses</b>	<b>\$ 34,975,747</b>	<b>\$ 39,809,941</b>	<b>\$ 4,834,194</b>	<b>12.1%</b>
<b>Operating Revenues over (under) Expenses</b>	<b>\$ (2,070,221)</b>	<b>\$ (76,324)</b>	<b>\$ (1,993,897)</b>	

SMART - General  
STATEMENT OF REVENUE AND EXPENSES  
OPERATIONAL STATEMENT  
For the Three Months Ending September 30, 2022

SMART OPERATIONAL INCOME STATEMENT	ACTUAL	BUDGET	VARIANCE	% VARIANCE	FY 2022/23	
					ANNUAL BUDGET	BUDGET REMAINING
<b>REVENUES</b>						
<b>Route Revenue:</b>						
Fare Revenue	\$1,235,595.94	\$1,374,960.00	(\$139,364.06)	10.14%	\$5,500,000.00	(\$4,264,404.06)
Mircotransit	45,131.32	12,501.00	32,630.32	-261.02%	50,000.00	(4,868.68)
<b>Total Route Revenue</b>	<b>1,280,727.26</b>	<b>1,387,461.00</b>	<b>(106,733.74)</b>	<b>7.69%</b>	<b>5,550,000.00</b>	<b>(4,269,272.74)</b>
<b>Federal Sources:</b>						
Section 5307	2,000,000.01	2,000,001.00	(0.99)	0.00%	8,000,000.00	(\$5,999,999.99)
Other Federal Grants	83,163.50	184,752.00	(101,588.50)	54.99%	739,000.00	(\$655,836.50)
Section 5307 CARES Act		1,125,000.00	(1,125,000.00)		4,500,000.00	(\$4,500,000.00)
<b>Total Federal Sources</b>	<b>2,083,163.51</b>	<b>3,309,753.00</b>	<b>(1,226,589.49)</b>	<b>37.06%</b>	<b>13,239,000.00</b>	<b>(11,156,602.49)</b>
<b>State Sources:</b>						
State Act 51 SMART	6,425,078.00	10,875,000.00	(4,449,922.00)	40.92%	43,500,000.00	(\$37,074,922.00)
State PM Match	500,000.01	500,001.00	(0.99)	0.00%	2,000,000.00	(\$1,499,999.99)
Other State Revenue	26,240.88	40,875.00	(14,634.12)	35.80%	163,500.00	(137,259.12)
<b>Total State Sources</b>	<b>6,951,318.89</b>	<b>11,415,876.00</b>	<b>(4,464,557.11)</b>	<b>39.11%</b>	<b>45,663,500.00</b>	<b>(38,712,181.11)</b>
<b>Local Sources:</b>						
Contributions from Local Transit Authorities	19,700,001.00	19,700,001.00		0.00%	78,800,000.00	(\$59,099,999.00)
Contra Revenue - Local Contribution	(37,500.00)	(37,500.00)		0.00%	(150,000.00)	112,500.00
<b>Total From Local Sources</b>	<b>19,662,501.00</b>	<b>19,662,501.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>78,650,000.00</b>	<b>(58,987,499.00)</b>
<b>Other Income:</b>						
Advertising	197,436.55	225,000.00	(27,563.45)	12.25%	900,000.00	(\$702,563.45)
Rental Income	13,265.52	15,003.00	(1,737.48)	11.58%	60,000.00	(\$46,734.48)
Interest Income	(14,108.87)	75,000.00	(89,108.87)	118.81%	300,000.00	(\$314,108.87)
Fleet Maint Reimbursement	40,158.10	26,250.00	13,908.10	-52.98%	105,000.00	(\$64,841.90)
Admin Fees Revenue	142,604.16	139,248.00	3,356.16	-2.41%	557,000.00	(\$414,395.84)
Miscellaneous	128,414.08	80,523.00	47,891.08	-59.48%	322,100.00	(\$193,685.92)
Local Comm Transit Operating Rev	43,110.58	41,499.00	1,611.58	-3.88%	166,000.00	(\$122,889.42)
Local Comm Stabilization		500,001.00	(500,001.00)	100.00%	2,000,000.00	(2,000,000.00)
<b>Total Other Income</b>	<b>550,880.12</b>	<b>1,102,524.00</b>	<b>(551,643.88)</b>	<b>50.03%</b>	<b>4,410,100.00</b>	<b>(3,859,219.88)</b>
<b>Restricted Pass Through Revenue (Exp Match):</b>	<b>2,376,935.40</b>	<b>2,855,502.00</b>	<b>(478,566.60)</b>	<b>16.76%</b>	<b>11,422,000.00</b>	<b>(\$9,045,064.60)</b>
<b>TOTAL REVENUES</b>	<b>32,905,526.18</b>	<b>39,733,617.00</b>	<b>(6,828,090.82)</b>	<b>17.18%</b>	<b>158,934,600.00</b>	<b>(126,029,073.82)</b>



SMART - General  
 STATEMENT OF REVENUE AND EXPENSES  
 OPERATIONAL STATEMENT  
 For the Three Months Ending September 30, 2022

**EXPENSES**

**WAGE AND WAGE RELATED EXPENSES:**

**ACTIVE EMPLOYEES:**

**Active Salaries, Wages & Taxes**

Administrative	1,733,252.20	2,455,952.00	722,750.04	29.43%	9,602,400.00	7,869,147.80
Operations	8,834,847.42	10,332,375.00	1,497,527.58	14.49%	41,334,900.00	32,500,052.58
Maintenance	2,565,119.12	3,111,818.00	546,698.88	17.57%	12,358,100.00	9,792,980.88
<b>Total Active Salaries, Wages, Taxes</b>	<b>13,133,218.74</b>	<b>15,900,145.00</b>	<b>2,766,976.50</b>	<b>17.40%</b>	<b>63,295,400.00</b>	<b>50,162,181.26</b>
<b>% of Total Revenue</b>						

**Active Employee Benefits:**

Hospitalization/Medical	2,460,889.69	2,180,250.00	(293,761.69)	-13.47%	8,668,500.00	6,207,610.31
Life, AD&D, Drug, Dental, Optical	289,727.00	313,782.00	24,055.00	7.67%	1,255,130.00	965,403.00
Other Employee Benefits	89,787.67	105,462.00	15,674.33	14.86%	421,870.00	332,082.33
Workers Compensation	233,451.00	198,501.00	(34,950.00)	-17.61%	794,000.00	560,549.00
Health Care Saving Plan	187,975.11	262,425.00	74,449.89	28.37%	1,049,700.00	861,724.89
FICA	1,004,852.06	1,205,226.00	200,373.94	16.63%	4,820,900.00	3,816,047.94
Pension Funding	2,562,810.49	2,429,952.00	(132,858.49)	-5.47%	12,601,100.00	10,038,289.51
<b>Total Active Employee Benefits</b>	<b>6,829,493.02</b>	<b>6,695,598.00</b>	<b>(147,017.02)</b>	<b>-2.20%</b>	<b>26,729,900.00</b>	<b>19,900,406.98</b>

% of Total Active Wages

52%                      42%

**Total Active Employee Wages & Benefits:**

	19,962,711.76	22,595,743.00	2,619,959.48	11.59%	90,025,300.00	70,062,588.24
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**RETIRED EMPLOYEES:**

**Post Employment Benefits:**

OPEB Net Unfunded Obligation	623,649.99	623,649.00	(0.99)	0.00%	2,494,600.00	1,870,950.01
Retiree Medical & Drug Premiums	1,639,247.13	2,108,949.00	469,701.87	22.27%	8,435,800.00	6,796,552.87
<b>Total Post Retirement</b>	<b>2,262,897.12</b>	<b>2,732,598.00</b>	<b>469,700.88</b>	<b>17.19%</b>	<b>10,930,400.00</b>	<b>8,667,502.88</b>

<b>Total Wage &amp; Wage Related Expenses</b>	<b>\$ 22,225,609</b>	<b>\$ 25,328,341</b>	<b>\$ 3,089,660</b>	<b>12.20%</b>	<b>\$ 100,955,700</b>	<b>\$ 78,730,091</b>
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SMART - General  
 STATEMENT OF REVENUE AND EXPENSES  
 OPERATIONAL STATEMENT  
 For the Three Months Ending September 30, 2022

**Operations:**

**Operational Expenses**

**Direct Variable (Vehicle):**

Diesel Fuels	2,179,590.96	2,545,002.00	365,411.04	14.36%	10,180,000.00	8,000,409.04
Gas, Oil, Lubricants, Etc.	70,801.19	136,497.00	65,695.81	48.13%	546,000.00	475,198.81
Repair Parts	746,534.66	805,005.00	58,470.34	7.26%	3,220,000.00	2,473,465.34
Leased Batteries	146,512.00	35,001.00	(111,511.00)	-318.59%	140,000.00	(6,512.00)
Tires	311,492.93	281,976.00	(29,516.93)	-10.47%	1,127,900.00	816,407.07
Vehicle Liability	1,451,536.60	1,455,408.00	3,871.40	0.27%	5,821,600.00	4,370,063.40
Bus Contract Repairs-Maintenance	549,821.33	331,571.00	(218,250.33)	-65.82%	1,326,300.00	776,478.67
Contract Repairs-Accidents		11,250.00	11,250.00	100.00%	45,000.00	45,000.00
Towing	35,760.00	45,747.00	9,987.00	21.83%	183,000.00	147,240.00
Other Repair Parts	4,009.31	14,997.00	10,987.69	73.27%	60,000.00	55,990.69
<b>Total Direct Variable (Vehicle)</b>	<b>5,496,058.98</b>	<b>5,662,454.00</b>	<b>166,395.02</b>	<b>2.94%</b>	<b>22,649,800.00</b>	<b>17,153,741.02</b>

**Microtransit**

	1,582,200.22	1,500,003.00	(82,197.22)	-5.48%	6,000,000.00	4,417,799.78
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**Indirect Variable:**

Fare Collection Costs	104,397.65	133,947.00	29,549.35	22.06%	535,800.00	431,402.35
Route Facilities Maint.	10,940.74	47,073.00	36,132.26	76.76%	188,300.00	177,359.26
Other-Operational	46,009.70	47,001.00	991.30	2.11%	188,000.00	141,990.30
<b>Total Indirect Variable</b>	<b>161,348.09</b>	<b>228,021.00</b>	<b>66,672.91</b>	<b>29.24%</b>	<b>912,100.00</b>	<b>750,751.91</b>

**Facilities:**

Utilities	327,702.87	410,970.00	83,267.13	20.26%	1,643,900.00	1,316,197.13
Contract Bldg Maint	150,137.78	214,008.00	63,870.22	29.84%	856,000.00	705,862.22
Building Maint	28,113.86	67,614.00	39,500.14	58.42%	270,500.00	242,386.14
Other-Maintenance	73,541.03	87,093.00	13,551.97	15.56%	348,400.00	274,858.97
Business Insurance	21,327.00	16,602.00	(4,725.00)	-28.46%	66,400.00	45,073.00
<b>Total Facilities</b>	<b>600,822.54</b>	<b>796,287.00</b>	<b>195,464.46</b>	<b>24.55%</b>	<b>3,185,200.00</b>	<b>2,584,377.46</b>

<b>Total Operational Expenses</b>	<b>\$ 7,840,430</b>	<b>\$ 8,186,765</b>	<b>\$ 346,335</b>	<b>4.23%</b>	<b>\$ 32,747,100</b>	<b>\$ 24,906,670</b>
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SMART - General  
STATEMENT OF REVENUE AND EXPENSES  
OPERATIONAL STATEMENT  
For the Three Months Ending September 30, 2022

**Administration, Other, Spec Serv, Contingency:**

**Administration**

General Supplies	33,451.13	124,989.99	92,657.91	74.13%	499,900.00	466,448.87
Professional, Outside Serv	253,558.80	410,250.00	156,691.20	38.19%	1,641,000.00	1,387,441.20
Outside Counsel-non V/L & W/C	12,068.50	137,499.00	125,430.50	91.22%	550,000.00	537,931.50
Computer Maint	252,342.98	206,127.00	(46,215.98)	-22.42%	824,500.00	572,157.02
Marketing Expense	265,472.39	501,849.00	236,376.61	47.10%	2,007,400.00	1,741,927.61
Other Administration	119,871.52	171,222.00	51,350.48	29.99%	684,900.00	565,028.48
<b>Total Administration</b>	<b>\$ 936,765</b>	<b>\$ 1,551,937</b>	<b>\$ 615,172</b>	<b>39.64%</b>	<b>\$ 6,207,700</b>	<b>\$ 5,270,935</b>

**Other**

Vehicle Purchase Expense		125,001.00	125,001.00	100.00%	500,000.00	500,000.00
Depreciation-Eligible	62,700.00	62,499.00	(62,700.00)	-100.32%	250,000.00	187,300.00
<b>Total Other</b>	<b>\$ 62,700</b>	<b>\$ 187,500</b>	<b>\$ 124,800</b>	<b>66.56%</b>	<b>\$ 750,000</b>	<b>\$ 687,300</b>

**Special Services:**

Community Credit Exp.	1,028,721.00	1,028,724.00	3.00	0.00%	4,114,900.00	3,086,179.00
POS, Comm Transit Svc & Alloc Overhead	221,672.16	221,175.00	(497.16)	-0.22%	884,700.00	663,027.84
<b>Total Special Services</b>	<b>\$ 1,250,393</b>	<b>\$ 1,249,899</b>	<b>\$ (494)</b>	<b>-0.04%</b>	<b>\$ 4,999,600</b>	<b>\$ 3,749,207</b>

<b>Contingency</b>	<b>282,914.81</b>	<b>450,000.00</b>	<b>\$ 167,085</b>	<b>37.13%</b>	<b>\$ 1,800,000</b>	<b>\$ 1,517,085</b>
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<b>Restricted Pass Through Expense (Rev. Match)</b>	<b>2,376,935.40</b>	<b>2,855,499.00</b>	<b>478,563.60</b>	<b>16.76%</b>	<b>11,422,000.00</b>	<b>9,045,064.60</b>
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<b>Total Operational &amp; Administration Expenses</b>	<b>\$ 12,750,139</b>	<b>\$ 14,481,600</b>	<b>\$ 1,731,461</b>	<b>11.96%</b>	<b>\$ 57,926,400</b>	<b>\$ 45,176,261</b>
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<b>TOTAL EXPENSES (Wages &amp; Operational)</b>	<b>\$ 34,975,747</b>	<b>\$ 39,809,941</b>	<b>\$ 4,834,194</b>	<b>12.14%</b>	<b>\$ 158,882,100</b>	<b>\$ 123,906,353</b>
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<b>NET INCOME (LOSS)</b>	<b>\$ (2,070,221)</b>	<b>\$ (76,324)</b>	<b>\$ (1,993,897)</b>			
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# agenda item

DATE:	January 26, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Purchasing Department	APPROVED BY:	IT Department

SUBJECT: Authorization to Award a Contract for Clever Devices

## RECOMMENDATION

That the Board adopts the attached resolution authorizing the award of a contract:

- for Clever Devices AVL Refresher, Disruption Management, Quality Assurance Process, and Training
- to Clever Devices Ltd. located at 300 Crossways Park Drive, Woodbury, New York 11797
- at a total cost of \$4,634,966.00

## DISCUSSION

The Clever Devices Automatic Vehicle Locations (AVL) system went into production in August 2013. Included in the solution were INV3 and Clever VoIP solution. SMART is looking to upgrade and improve its communications systems by implementing the Clever Devices AVL refresher package including the following:

- Upgrade to IVN 5 onboard communication system and the required antenna replacement and installation. The upgrade to the IVN5 system will provide a much-needed hardware refresh as well as additional improvements such as drivers turn-by-turn navigation.
- Upgrade to the Celrado VOIP system. The upgrade to the Celrado VOIP system will allow our VoIP communication system to act the same as a Land Mobile Radio system.

This also includes the purchase of the Clever Disruption Management Solution which will provide real-time operations and customer communications when services are disrupted. The Quality Assurance (QA) process ensures that all systems are aligned when implementing service changes. To ensure that SMART staff utilizes these systems to their fullest, Clever will provide on-site training for appropriate staff. This technology will be used by the Operations and Maintenance departments.

Board approval to award a contract to Clever Devices, Ltd. for the purchase of the Clever AVL Refresher, Disruption Management System, Quality Assurance Process, and Training Program for two years. The amount shall not exceed \$4,634,966.00.

## PROCUREMENT PROCESS

Procurement Method:  Sealed Bid     Proposal     Quotes     Sole Source

Rationale for award: The Clever Devices has proprietary hardware and software IVN 5 Upgrade & Celrado VOIP, Disruption Management Software, Antennas, training and QA reports can only be purchased from the sole owner Clever Devices Ltd. Procurement determined the purchase can only be made from one source that meets the sole source procurement method. Therefore, the purchase of Clever Devices AVL refresher, training and QA reports is authorized as non-competitive for the following reasons allowed by FTA. Price was determined fair and reasonable.

- FTA Circular 4220.1F “... Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids...and at least one of the following circumstances apply: (a) The items is available only from a single source.

FUNDING & COSTS:

The purchase is funded via: Project 40840/42680/42760/42770; Federal Grant MI-2018-018 (5307); MI-2022-032 (5307-CRRSSA); MI-2022-048 (5307); State Grant 2017-0130 P11; N/A; 2022-0138 P9

Clever Devices training program and QA reports will be funded via: Operating funds

The contract costs are summarized as follows:

Description	Cost
AVL Refresher: <ul style="list-style-type: none"><li>• Purchase of IVN 5 Upgrade &amp; Celrado VOIP – hardware, materials, software, installation, configuration, testing, training, one-year warranty, and two-year maintenance</li><li>• Disruption Management Solution includes configuration, one-year warranty, and two-year software maintenance</li><li>• Antenna Replacement and Installation. Antennas are manufactured only for Clever Devices.</li></ul>	\$4,535,646.00
Onsite and Remote Training on Clever Devices Products	\$49,860.00
Database QA Reports for two years	\$49,460.00
Total MAX	\$4,634,966.00

ATTACHMENTS:

- Resolution
- Price Tab

/CJB

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Clever Devices

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- Whereas, The Clever Devices Automatic Vehicle Locations (AVL) system went into production in August 2013, and included in the solution was the INV3 and Clever VoIP solution.
- Whereas, Upgrade to IVN 5 onboard communication system and the required antenna replacement and installation. The upgrade to the IVN5 system will provide a much-needed hardware refresh as well as additional improvements such as drivers turn-by-turn navigation. Upgrade to the Celrado VOIP system. The upgrade to the Celrado VOIP system will allow our VoIP communication system to act the same as a Land Mobile Radio system. The Disruption Management Solution will provide real-time operations and customer communications when services are disrupted; and
- Whereas, Procurement determined the purchase can only be made from one source that meets the sole source procurement solicitation. Therefore, the contract of Clever Devices AVL refresher, Disruption Management Solution, training program, and Quality Assurance Process is authorized as non-competitive allowed by the FTA. Price was determined fair and reasonable; and
- Whereas, The project is funded via Project 40840/42680/42760/42770; Federal Grant MI-2018-018 (5307); MI-2022-032 (5307-CRRSSA); MI-2022-048 (5307); State Grant 2017-0130 P11; N/A; 2022-0138 P9. Clever Devices training program and QA reports will be funded via operating funds; and
- Whereas, The Vice President of Finance is satisfied that Clever Device Ltd. has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Clever Device Ltd. is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a contract to Clever Devices, Ltd. for the purchase of the Clever AVL Refresher, Disruption Management System, Quality Assurance Process, and Training Program for two years. The amount shall not exceed \$4,634,966.00.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on January 26, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_

**SS 23-3766 & 3767 Clever Device AVL Refresher Pricing**

<b>IVN3 to IVN5 Upgrade for 264 buses</b>	
<b>Includes:</b>	
IVN5 Controller; harness adapter module; design, configuration & testing	\$ 2,703,360.00
Onboard Maps for TurnByTurn Directions; Text to speech for one voice - includes one year warranty, maintenance & support	
IVN5 Early Upgrade Program Discount	\$ (330,797.28)
Subtotal Cost	\$ 2,372,562.72
Installation	\$ 308,352.00
<i>Total Cost of IVN3 to IVN5 Upgrade</i>	\$ 2,680,914.72
<b>Celrado Radio Solution for 264 buses</b>	
<b>Hardware Includes:</b>	
URLC4 with VOIP Module; Ethernet Cable; AudioSears Handsets; Covert Microphone	
Includes one year warranty	
<b>Celrado Dispatch Console Includes:</b>	
Celrado dispatch Client Software; Logitech Z200 Stereo Speakers; PTT Footswitch & Gooseneck Mic.	
Plantronics HW261N Dual ear headset; Plantronics DA-80; Plantronics Encore 520D Headset	
Viewsonic 22" Touchscreen; Dell Workstation w/Windows 10; mouse & keyboard	
Implementation Includes: Design, configuration/setup, testing, training, installation, project management	
One year Hardware Warranty and Software Maintenance included	
Management Discount	\$ (120,000.00)
<i>Total Cost of Celrado VOIP Upgrade</i>	\$ 1,158,000.00
<b>Total Cost of IVN3 to IVN5 Upgrade and the Celrado VOIP Upgrade</b>	<b>\$ 3,838,914.72</b>

<b>Software Maintenance for the Onboard Maps &amp; Text to Speech for 264 buses</b>	<b>Total Price</b>
Annual Software Maintenance – Year 1 to begin after the one year warranty	Included
Annual Software Maintenance – Year 2	\$ 16,509.00
Annual Software Maintenance – Year 3	\$ 16,161.00
<b>Total Onboard Maps &amp; Text to Speech maintenance</b>	<b>\$ 32,670.00</b>
<b>Hardware Warranty &amp; Software Maintenance for 264 Buses</b>	
Celrado Radio Hardware Warranty and Software Maintenance to begin after 1 year warranty	included
Celrado Radio Hardware Warranty and Software Maintenance – Year 2	\$ 73,490.00
Celrado Radio Hardware Warranty and Software Maintenance – Year 3	\$ 75,940.00
<b>Software Maintenance for the Onboard Maps &amp; Text to Speech and Celrado Radio Hardware Warranty &amp; Software Maintenance</b>	<b>\$ 149,430.00</b>

<b>Disruption Management Solution</b>	
Disruption Management Solution Qty 270 (\$740 each) (BAFO discount \$9,000)	\$ 190,800.00
Annual Software Maintenance – Year 1 to begin after the one year warranty	Included
Annual Software Maintenance – Year 2	\$ 9,315.00
Annual Software Maintenance – Year 3	\$ 9,595.00
<b>Disruption Management Solution Total Cost</b>	<b>\$ 209,710.00</b>

<b>Antennas Replacement</b>	
Retrofit antennas to include installation Qty 217 (\$1,467 each)	\$ 318,339.00
Spare Antennas Qty 23 (\$379.00 each)	\$ 8,717.00
BAFO Discount	\$ (22,135.00)
<b>Total Cost Antennas and Installation</b>	<b>\$ 304,921.00</b>

<b>Onsite System &amp; Remote Training on Clever Device Products</b>	<b>\$ 49,860.00</b>
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<b>Annual Database Service for two years</b>	
Annual Database Service 2023	\$ 24,364.00
Annual Database Service 2024	\$ 25,096.00
<b>Annual Database Service for two years</b>	<b>\$ 49,460.00</b>

<b>Total for 3 years</b>	<b>\$ 4,634,965.72</b>
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# agenda item

DATE: January 26, 2023  
 TO: SMART Board of Directors  
 FROM: CFO

DISPOSITION SOUGHT: Board Approval  
 SUBMITTED BY: VP of Paratransit and CFO  
 APPROVED BY: Deputy General Manager

SUBJECT: Amendment to the FY2022/23 General Operating Budget – Micro Transit Service Expansion and Consultant

## SUMMARY:

A fiscal year 2022/2023 budget amendment is being proposed to fund additional WAV vehicles for the microtransit service, to ensure compliance with ADA regulations, and expand hours to ensure microtransit wait times do not increase due to smaller capacity WAV vehicles. Additionally, the budget will be amended to allow SMART to engage a consultant to assist in developing the long-term transit plan. SMART has unspent budget related to Driver Wages/Fringes, as a result of unfilled positions. This unspent budget will be utilized to fund the additional microtransit service.

## FINANCIAL DISCUSSION:

The proposed line item budget amendment to fund the additional microtransit service hours, vehicles and consulting services as follows:

<b>Account</b>	<b>Approved 2022/23 Budget</b>	<b>Proposed 2022/23 Amended Budget</b>	<b>Amendment or Change</b>
<b><u>Revenues:</u></b>			
Federal 5307 - Relief Funding	\$450,000	\$950,000	\$500,000
<b><u>Expenditures:</u></b>			
Microtransit Operations	\$6,000,000	\$6,500,000	\$500,000
Microtransit Outside Consultant	\$0	\$500,000	\$500,000
Driver Platform Wages	\$22,592,400	\$22,092,400	(\$500,000)
Increase/(Decrease) Expenses			\$0



**FINANCIAL CERTIFICATION:**

The VP of Finance certifies that there is sufficient appropriation available to fund expanded microtransit service through the end of FY 2022/23 and a full year of microtransit costs for FY 2023/24.

**RECOMMENDATION:**

The VP of Finance is recommending approval of the proposed budget amendment.

**ATTACHMENTS:**

/Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Amendment to the FY 2022/23 General Operating Budget

Whereas, the Suburban Mobility Authority for Regional Transportation, (the Authority) pursuant to PA 204 of 1967, as amended has been empowered to acquire, plan, contract, operate and maintain a transportation system, and facilities within its jurisdiction;

Whereas, the Authority pursuant to PA 2 of 1968 as amended is required to amend its operating budget when changes to said budget are required and known; and

Whereas, PA 2 of 1968 as amended also requires the Authority to maintain a balanced budget.

Whereas, the Authority, pursuant to PA 204 of 1967 as amended and PA 2 of 1968 as amended, amends the FY2021/22 Operating Budget by increasing and decreasing various operational line items as follows:

Revenues – NEW	\$500,000
Expenses – Reclassification net increase	\$500,000

and authorizes the VP of Finance to reclassify FY22/23 line item Operating appropriation.

**Now Therefore be it Resolved:**

That the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approves the budget amendment outlined in the VP of Finance communication to the Board dated 1/26/2023 and hereby increases the line items as follows:

Revenues – NEW	\$500,000
Expenses – Various	\$500,000

and authorizes the VP of Finance to reclassify FY22/23 line item Operating appropriation.

**CERTIFICATE**

The undersigned duly qualified Board Secretary of the Suburban Mobility for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on 1/26/2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
No.



DATE: January 26, 2023      DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors      SUBMITTED BY: General Manager  
 FROM: Purchasing Department      APPROVED BY: Paratransit & On-Demand Dept.

SUBJECT: Authorization of additional funding for Microtransit Services Contract

RECOMMENDATION

That the Board adopt the attached resolution authorizing additional funding for the microtransit services contract

- for 28 additional Wheelchair Accessible Vehicles (WAV) and an additional 800 service hours per week
- to the contract with Via Transportation dba River North Transit LLC, 160 Varick St., Ste 4, New York, NY 10013
- at a cost not to exceed \$1,600,000.00

DISCUSSION

On December 10, 2020, SMART entered into a contract with Via Transportation dba River North Transit LLC for microtransit services, now known as SMART Flex. Via Transportation provides microtransit services for SMART in 5 zones throughout the region. This service has seen a steady increase in ridership month after month which has led to an increase in response time for customers. Additional hours are required to continue to provide quality service to riders in each of the zones. Additionally, SMART Flex is experiencing an increase in WAV rides. Due to this increase, the response time exceeds the time differential allowed by the FTA of WAV versus non-WAV trip requests. SMART is requesting to add up to 28 additional WAV vehicles to its fleet to ensure the response time for WAV trips falls within the allotted FTA-required differential time of 5 minutes. SMART is asking for an increase of \$1,600,000 for up to 28 WAV vehicles and 800 additional service hours for the remaining duration of the contract with Via Transportation. The contract cost from board approval in 2020 through the option year renewal is \$14,653,119.00. The not to exceed contract amendment of \$1,600,000 will bring the total amount to \$16,253,119.00 for the contract ending December 15, 2023.

FUNDING & COSTS:

The additional funds for this project are funded via: Authority's Operating Funds

The summary of the original purchase and POCAs are as follows:

Stage	Date Board Approval/ Requested	Work	Cost
Base Term 2 years (12/16/20 – 12/15/22)	12/10/20	Micro Transit Pilot	\$4,795,640.00
POCA #1	7/22/21	Expansion Service – Dearborn, Pontiac/Auburn Hills, Hall Rd	\$1,107,479.00
POCA #2	3/24/22	QuickConnect Conversion (Farmington/Farmington Hills) and increase hours for the areas (Pontiac/Auburn Hills zone) that have a response time of more than 20 minutes	\$2,750,000.00

Option year 1	12/1/22	Micro Transit Pilot Option Renewal	\$6,000,000.00
POCA #3	1/26/23	An additional 28 WAV vehicles are needed to ensure ADA compliance and adding additional 800 hours in each zone to reduce wait time - \$1,600,000.00	\$1,600,000.00
		<b>TOTAL</b>	\$16,253,119.00

ATTACHMENTS:

- Resolution

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION RESOLUTION

RESOLUTION

Authorization to approve additional funding for Microtransit Services Contract

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) is requesting additional funding for microtransit services; and
- Whereas, On December 10, 2020, SMART entered into a contract with Via Transportation for microtransit services; and
- Whereas, It is necessary to increase hours of service per week as well as add more WAV vehicles to the microtransit fleet to continue to provide quality microtransit services within the existing zones to riders needing WAV and non-WAV vehicles in a more equal response window
- Whereas, The additional funding (POCA #3) amount will not exceed \$1,600,000.00; and
- Whereas, Funding (POCA #3) is available via Authority's Operating Funds; and
- Whereas, The Vice President of Finance is satisfied that Via Transportation has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Via Transportation is in compliance with the equal opportunity/affirmative action policies of the Federal and State government and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve additional funding for microtransit services with Via Transportation in the amount not to exceed \$1,600,000.00 bringing the total amount to \$16,253,119.00 for the contract ending December 15, 2023.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on January 26, 2023.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Secretary

No. \_\_\_\_\_



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Microtransit Project Manager

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- Whereas, The On-Demand and Paratransit department at SMART requires a Microtransit Project Manager to analyze and provide recommendations for service design, public engagement, and improvements for overall system efficiency and operational effectiveness within SMART and to assist SMART in managing a new microtransit contract; and
- Whereas, A Request for Proposal (RFP) was advertised and published on Michigan Intergovernmental Trade Network (MITN) for which two proposals were received; and
- Whereas, An evaluation and selection committee was appointed by the General Manager to evaluate the two proposals according to the evaluation criteria in the RFP; and
- Whereas, The proposal submitted by Baker & Associates was determined to be most advantageous to SMART with price and other specified evaluation factors being considered. Price was determined to be fair and reasonable; and
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Vice President of Finance is satisfied that Baker & Associates has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Baker & Associates is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract for an amount of \$1,871,560.72, with two one-year renewal options for the subsequent amounts of \$325,464.00 and \$341,737.00 to Baker & Associates for Microtransit Project Manager. The total contract is for an amount not to exceed \$2,538,761.72.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on January 26, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

No. \_\_\_\_\_



Summary - Score sheet Evaluation  
RFP 23-3689  
Micro Transit Project Manager

Consensus Scoring Method	Understanding and Approach to Scope of Work	Qualifications of Key Personnel	Firm's Technical Expertise	Interview & Presentation	Timeline	Price/Price Factors	Total
	30	20	20	20	5	5	<b>100</b>
<b>VENDORS</b>							
Michael Baker International	30	20	20	20	5	3	<b>98</b>
Transpro Consulting	22	10	13	13	3	5	<b>66</b>

DATE: January 26, 2023                                  DISPOSITION SOUGHT: Board Approval  
 TO: SMART Board of Directors                                  SUBMITTED BY: General Manager  
 FROM: Purchasing Department                                  APPROVED BY: Certification Committee

SUBJECT: Authorization to Award a Contract for LETC One (1) 29-Foot Medium Duty Bus

**RECOMMENDATION**

That the Board adopts the attached resolution authorizing the award of a contract:

- for the purchase of One (1) 29-foot Medium Duty Bus for LETC
- to Hoekstra Transportation located at 3741 Roger B Chaffee, Grand Rapids, MI 49548
- for one-time purchase
- at a cost not to exceed \$229,987.50

**DISCUSSION**

LETC has a need for one (1) 29-foot Medium Duty Bus. The Medium Duty Bus will be used as a replacement bus for an age and mileage-eligible medium-duty bus.

**PROCUREMENT PROCESS**

Procurement Method:  Sealed Bid     Proposal     Quotes     Sole Source     Other  
 Rationale for award: The FTA, in Circular 4220.1F, § 7.e., encourages the use of intergovernmental agreements. The FTA’s Best Practices Procurement Manual states in part, “Such an approach would create economies of scale, reduce procurement lead times, and reduce administrative effort and expense.” The State of Michigan has awarded a contract for a Medium Class of Non-Lift and Lift Transit Buses to Hoekstra Transportation. The cost has been determined to be fair and reasonable through an evaluation process conducted by The State of Michigan. The State of Michigan’s Department of Technology, Management, & Budget’s Procurement office completed an evaluation via a Request for Proposal (RFP #). The award was made to the responsive and responsible bidder, Hoekstra Transportation who passed the technical evaluation, and pre-award audit and offered the best value to the State of Michigan. The State of Michigan MDOT contract #190000000991 was issued to Hoekstra Transportation.

**FUNDING & COSTS:**

The project is funded via:

Federal grant – MI-2022-048 (5307)	Project Number - 42810	State grant – 2022-01389 P9
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The contract costs are summarized as follows:

Stage	Date Board Approval /Requested	Description	Total Cost
One time purchase	1-26-23	One (1) 29-foot Medium Duty Bus	\$ 229,987.50

**ATTACHMENTS:**

- Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for One (1) 29-Foot Medium Duty Bus for LETC

- Whereas, LETC has a need for One (1) 29-Foot Medium Duty Bus the will be used as a replacement bus for an age and mileage-eligible medium-duty bus; and
- Whereas, The FTA encourages intergovernmental agreements; and
- Whereas, The State of Michigan has awarded a contract for Medium Class of Non-Lift and Lift Transit Buses based on a competitive solicitation in accordance with all State and Federal regulations; and
- Whereas, The Vice President of Finance is satisfied that Hoekstra Transportation has the potential to perform under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Hoekstra Transportation is in compliance with the equal opportunity/affirmative action policies of the Federal and State governments and the affirmative action policies of SMART; and
- Whereas, The project is funded via Federal grant – MI-2022-048 (5307); Project Number – 42810; State grant – 2022-01389 P9
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to Award a Contract to Hoekstra Transportation for the Purchase of One (1) 29-Foot Medium Duty Bus. The Bus will be purchased under a cooperative purchasing agreement through The State of Michigan MDOT for an amount not to exceed \$229,987.50.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on January 26, 2023.

\_\_\_\_\_

Date

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Board Secretary

No. \_\_\_\_\_

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DATE: January 26, 2023    DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors    SUBMITTED BY: General Manager  
FROM: Purchasing Department    APPROVED BY: Certification Committee

SUBJECT: Authorization to correct the Non-Fixed Route Tires Contract

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RECOMMENDATION

That the Board adopts the attached resolution authorizing to correct the non-fixed route tires contract:

- For the non-fixed route tires contract
- to Shrader Tire & Oil Inc. located at 25445 Outer Dr., Melvindale, MI 48122
- for a three-year contract with no renewal options
- at a cost not to exceed \$304,000.00

DISCUSSION

On January 27, 2022, the Board approved a contract for non-fixed route tires with Shrader Tire & Oil for an amount not to exceed \$152,000 for three years. SMART discovered the amount requested should have been \$152,000 per year for a total cost of \$456,000.00 for three years. Therefore, SMART is requesting the Board to approve \$152,000 for year two and \$152,000 for year three of the contract, an additional \$304,000.00.

FUNDING & COSTS:

Funding for this service is available through the Authority's general fund.

The contract costs are summarized as follows:

<b>Date Board Approval/Requested</b>	<b>Description</b>	<b>Cost</b>
1/27/22	Non-fixed route tires year one	\$152,000.00
1/26/23	Non-fixed route tires year two and year three	\$304,000.00
	<b>Total Max</b>	<b>\$456,000.00</b>

ATTACHMENTS:

- Resolution

/MP

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to correct the Non-Fixed Route Tires Contract

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- Whereas, The Board approved a contract for non-fixed route tires with Shrader Tire & Oil on January 27, 2022, for an amount not to exceed \$152,000.00 for three years; and
- Whereas, SMART discovered the amount requested should have been \$152,000.00 per year for a total cost of \$456,000.00 for three years; and
- Whereas, Therefore, SMART is requesting the Board to approve additional funding to the contract for an amount not to exceed \$304,000.00 for contract years two and three for the non-fixed route tires.
- Whereas, Adequate funding is available in the Authority's general fund; and
- Whereas, The Vice President of Finance is satisfied that Shrader Tire & Oil has the potential to perform under the terms and conditions of the contract; and
- Whereas, The Equal Employment Opportunites (EEO) Department is satisfied that Shrader Tire & Oil is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and the affirmative action policies of SMART; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve additional funding to the contract not to exceed \$304,000.00 for year two and year three for the non-fixed route tires with Shrader Tire & Oil. There are no renewal options.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation held on January 26, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

No. \_\_\_\_\_