



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

# **Board of Directors Meeting**

*March 23, 2023*



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

**ROLL CALL**

**Board of Directors Meeting**

**Date: March 23, 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



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**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
BOARD OF DIRECTORS MEETING  
THURSDAY, MARCH 23, 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 February 23, 2023	Approval	Hilarie Chambers
7. Public Participation	Discussion	Hilarie Chambers
8. Financial Reports		
A. Appointment to the Budget Committee of the SMART Board of Directors	Information	Ryan Byrne
9. Chairperson's Report	Information	Hilarie Chambers
10. General Manager's Report	Information	Dwight Ferrell
11. Board Briefings	Information	Dwight Ferrell
A. Employee Service Year Awards		Dwight Ferrell
B. Operator of the Year		Dwight Ferrell
C. HR Hiring Update		Makini Jackson
D. Earth Day		Beth Gibbons
E. Flex & Paratransit Education Presentation		Danny Whitehouse

12. New Business

- |   |          |   |
|---|----------|---|
| A. Resolution: Authorization to approve a Contract Extension with T-Mobile USA, Inc. for Cellular Services for Fixed Route & Paratransit Operations         | Approval | Melvin Evans<br><i>Acting VP of IT</i>            |
| B. Resolution: Authorization for Purchase Order Change Action (POCA) #1 Softchoice Microsoft 365 Additional Software Licenses                               | Approval | Melvin Evans<br><i>Acting VP of IT</i>            |
| C. Resolution: Authorization to Award a Contract for Armored Car Service  | Approval | Ryan Byrne<br><i>VP of Finance</i>                |
| D. Resolution: Revision to FY2023 Board of Directors Meetings Schedule  | Approval | Laura Bieniek<br><i>Assistant General Counsel</i> |
| E. Resolution: Revision to SMART Board of Directors' Policy 9   | Approval | Laura Bieniek<br><i>Assistant General Counsel</i> |
| F. Resolution: Authorization to Award a Contract for Public and Community Relations Consultant Services   | Approval | Bernard Parker<br><i>VP of External Affairs</i>   |
| G. Resolution: COVID-19 Service Equity Analysis<br>COVID-19 Service Equity Analysis   | Approval | Harmony Lloyd<br><i>VP of Planning</i>            |
| H. Resolution: Second Contract Amendment and Increased Project Authorization to Increase Towing Rates for Boulevard & Trumbull for Option Years One and Two | Approval | Le Juan Burt<br><i>VP of Maintenance</i>          |

13. Closed Session

Discussion

Hilarie Chambers

14. Board Member Business

Discussion

Hilarie Chambers

Adjournment



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

## PUBLIC NOTICE

SMART will hold the March 23, 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

### PROPOSED MINUTES – February 23, 2023

A meeting of the Board of Directors of the Suburban Mobility Authority for Regional Transportation (SMART) was held on Thursday February 23, 2023 at 2:06 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. John Paul Rea
		Mr. Bret Rasegan
		Ms. Vicki Wolber
<b>Absent Board Members:</b>		Mr. Royce Maniko ( <i>VIA ZOOM</i> )
		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. Lynette Hurt
		Ms. Carol Jones
		Ms. Vickie Jordan
		Ms. Angie Kelley
		Ms. Nicole Mack
		Ms. Laila Malki
		Mr. Bernard Parker
		Ms. Nichole Peters
		Ms. Michele Pollock
		Mr. Sean Riopelle

Ms. Shana Shore  
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, Ms. Vicki Wolber, Mr. Bret Rasegan and Mr. John Paul Rea

**Absent:** Mr. Khalil Rahal and Mr. Royce Maniko (via Zoom)

**A quorum was present.**

**3. Adoption of Agenda**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous, to approve the amended Agenda to remove Item 11, E and add Executive Session to discuss Labor Negotiations for the February 23, 2023, 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 January 26, 2023

**MOTION:** Moved by Abdul Haidous, seconded by Mr. John Paul Rea, to approve the Board meeting minutes for January 26, 2023.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

## 6. Public Participation

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

The following participants voiced their concerns and made comments:

- Brother Cunningham
- Mr. Steven Hammontree
- Thomas Yazbeck
- Lucas Lusaka
- Patty Fedawa
- Mr. Robert Pawlowski
- Ivy Rose
- Mr. Joel Batterman
- Lake Fiaou (sp?)
- Caller User 1
- Danielle Castillo
- Chuck Altman

## 7. Financial Report - Fiscal Year 2023 2<sup>nd</sup> Quarter Report

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous to receive and file the FY 2023 2<sup>nd</sup> Quarter Report.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**



**8. Chairperson’s Report**

**DISCUSSION:**

None

**9. General Manager’s Report**

**DISCUSSION:**

None

**10. New Business**

**A. Resolution: Approval of the Interlocal Public Transportation Agreement between the Suburban Mobility Authority for Regional Transportation and Oakland County**

**MOTION:** Moved by Mr. Bret Rasegan, seconded by Mr. Abdul Haidous, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby authorizes the General Manager to execute an interlocal agreement with Oakland County for the provision of transportation services in support of Oakland County for payment in the amount of \$41,700,000.00 from the Oakland County Public Transportation Millage.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**B. Resolution: Authorization to Award a Contract for Federal Lobbyist Consultant Services**

**MOTION:** Moved by John Paul Rea, seconded by Mr. Bret Rasegan, 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 \$432,000.00, with two one-year renewal options for \$144,000.00 for option year one and \$144,000.00 for option year two to Holland & Knight LLP for Federal Lobbyist Consultant Services for a total cost not to exceed \$720,000.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**C. Resolution: Authorization to Award a Contract for Government Relations Consultant Services for State Lobbyist**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. Bret Rasegan 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 \$162,000.00, with two one-year renewal options for the subsequent amounts of \$54,000.00 per year to Midwest Strategy Group for Government Relations Consultant Services for State Lobbyist. The total contract is for an amount not to exceed \$270,000.00.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**D. Resolution: Amendment of the By-Laws of the SMART Board of Directors to add a line item for “Board Briefings” to the Order of Business of a Regular or Special Meeting**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Ms. Vickie Wolber that the SMART Board of Directors hereby amends Article II, Section 4 of the By-Laws by adding a line item for “Board Briefings” to the Order of Business of a Regular or Special Meeting, immediately below “General Manager’s Report (Informational Items Only)”. All other provisions remain unchanged.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**E. Resolution: Approval of Interlocal Agreement Between the City of Monroe and Frenchtown Township Creating the Lake Erie Transit Commission**

**MOTION:** Moved by Mr. Abdul Haidous, seconded by Mr. John Paul Rea that the Board of Directors of the Suburban Mobility Authority for Regional Transportation hereby approve the Interlocal Agreement by and between Frenchtown Township and the City of Monroe, Executed September 21, 2022 and set to expire on February 11, 2028.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**F. Resolution: Authorization to Award a Contract for Janitorial Services**

**MOTION:** Moved by Mr. John Paul Rea, seconded by Mr. Abdul Haidous that the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to award a three-year contract to ABM Industry Groups, LLC for Janitorial Services for an amount not to exceed \$1,384,776.00 with two, one-year renewal options for a subsequent amount of \$481,400.80 for option year one and \$484,200.80 for option year two. The total cost for the contract shall not exceed \$2,350,377.60. The option years are exercised at SMART’s discretion.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**G. Resolution: Wayne Terminal Lighting Upgrade Project**

**MOTION:** Moved by Ms. Vickie Wolber, seconded by Mr. Bret Rasegan that the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the purchase of the Wayne Terminal Lighting Upgrade Project in the amount of \$1,678,048.68 to J Ranck Electric Inc.

**DISCUSSION:**

None

**VOTE: THE MOTION CARRIED.**

**11. Closed Session**

**Roll Call**

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

**MOTION: Moved** by Bret Rasegan, seconded by Mr. Abdul Haidous that the Board of Directors of the Suburban Mobility Authority for Regional Transportation **proceed into** Executive Session to discuss Contract Negotiations.

**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. Bret Rasegan, seconded by Mr. Abdul Haidous, 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. Abdul Haidous that the Board of Directors of the Suburban Mobility Authority for Regional Transportation to proceed with the recommendation of General Counsel for SMART's contract negotiations.

**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 4:06 PM.

Respectfully submitted,

*Tiffany C. Martin-Patterson*

Tiffany Martin-Patterson  
Board Administrator

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DATE:	March 23, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	CFO
FROM:	Finance Department	APPROVED BY:	Deputy GM

SUBJECT: Appointment to the 2023-2023 Budget Committee of the SMART Board of Directors

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SUMMARY:

SMART is in process of preparing the Fiscal Year 2023-2024 Operating and Capital Budget. To comply with regulatory requirements, SMART needs to formally adopt the FY 2023-2024 budget by May 31, 2023. The Budget Committee has the responsibility to review the budget, and make a resolution to take the proposed budget to the entire SMART Board of Directors.

ATTACHMENTS:

- Resolution

/Click here to enter PA initials.

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
RESOLUTION

Approval of Budget Committee Appointments for 2023 – 2024 Fiscal Year Budget

,

Whereas,       The SMART Board Chairman has appointed

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_

\_\_\_\_\_

now therefore be it,

RESOLVED, that the Board of Directors of the Suburban Mobility Authority for Regional Transportation, hereby approves the appointment of the Budget Committee for the 2023-24 term.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that the foregoing is a true and correct copy of the resolution adopted at a legally convened meeting of the Board of the Suburban Mobility Authority for Regional Transportation on March 23, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to approve a Contract Extension with T-Mobile USA, Inc. for Cellular Services for Fixed Route & Paratransit

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- Whereas The Suburban Mobility Authority for Regional Transportation (SMART) has had a contract with T-Mobile USA, Inc. for Cellular Services for Fixed Route and Paratransit operations since December 15, 2017. The contract expired on December 14, 2022.
- Whereas, In December 2022, the SMART board approved a three-month contract extension that expired on March 15, 2023; and
- Whereas, There is a need for an additional three-month contract extension that will allow time for the SMART Team to award a new contract; and
- Whereas, The contract extension will start March 16, 2023, through June 16, 2023; and
- Whereas, Adequate funding is available in the Authority's General Fund; and
- Whereas, The Vice President of Finance is satisfied that T-Mobile USA, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that T-Mobile USA, Inc. is in compliance with the equal opportunity and affirmative action laws and policies of the Federal and State governments and SMART; now, therefore be it
- Resolved, That the General Manager of Suburban Mobility Authority for Regional Transportation is hereby authorized to approve a three-month Contract Extension to T-Mobile USA, Inc. for Cellular Services for Fixed-Route & Paratransit for an amount not to exceed \$33,000.00 starting March 16, 2023, through June 16, 2023. The contract extension pricing, terms, and conditions for the service shall remain the same as the current contract, RFP Control No #18-2440.

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 February 23, 2023.

\_\_\_\_\_  
Date

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

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



**CONTRACT EXTENSION AGREEMENT BETWEEN THE  
SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION  
AND T-MOBILE USA, INC.  
FOR CELLULAR SERVICES FOR FIXED-ROUTE & PARATRANSIT**

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This Agreement (“Agreement”) is made between Suburban Mobility Authority for Regional Transportation (“SMART”), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and T-Mobile USA, Inc. (“Vendor”) to issue a Contract Extension to T-Mobile USA, Inc. to provide SMART with Cellular Services for Fixed-Route & Paratransit for the Authority.

The term of the Agreement shall be from April 1, 2023 through June 30, 2023, at which time SMART expects a new contract will be awarded.

All terms and conditions of SMART’s RFP 18-2440 Cellular Services for Fixed-Route & Paratransit and Vendor’s Offer for that work shall govern this Agreement and are incorporated by reference. All terms and conditions in that original offer shall remain unchanged.

This Agreement shall constitute the entire Agreement between the parties hereto and supersede any and all prior agreements, oral or written, except as for otherwise stated herein. Waiver of any breach of this Agreement shall not be construed as a continuing waiver of other breaches of the same or other provisions of this Agreement. This Agreement shall be governed by the laws of the State of Michigan.

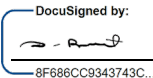
The Parties acknowledge and agree that this Agreement may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. The Parties agree that the electronic signatures appearing on this Agreement 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.

The Parties acknowledge that they have read and understand this Agreement and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Agreement, for the purpose of binding their respective Principals.

IN WITNESS WHEREOF the parties have executed this Agreement by their properly authorized signatories:

COMPANY  
T-Mobile USA, Inc.

SMART:  
Suburban Mobility Authority for Regional  
Transportation

By:  \_\_\_\_\_  
8F686CC9343743C...

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

Name: David Bezzant

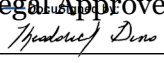
Name: \_\_\_\_\_

Title: Vice President

Title: \_\_\_\_\_

Date: 3/7/2023

Date: \_\_\_\_\_

Legal Approved by:  \_\_\_\_\_  
3/7/2023  
T-Mobile USA, Inc. Legal Department

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DATE: March 23, 2023                                  DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors                          SUBMITTED BY:                                  General Manager  
FROM: Procurement Department                      APPROVED BY:                                  Certification Committee

SUBJECT: Authorization for Purchase Order Change Action (POCA) #1 Softchoice Microsoft 365  
Additional Software Licenses

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### RECOMMENDATION

That the Board adopt the attached resolution authorizing a purchase change order action:

- additional software licenses for Softchoice Microsoft 365
- to Softchoice Corporation located at 314 West Superior Street Suite 400, Chicago, IL 60654
- at a total cost not to exceed \$10,045.56

### DISCUSSION

On August 27, 2020 SMART entered into a contract with Softchoice Corporation for Microsoft 365 Software Licenses. SMART's IT Department has a need for additional Microsoft 365 software licenses and requires a POCA due to a shortfall in funding. POCA #1 in the amount not to exceed \$10,045.56 is needed to purchase the additional Microsoft 365 software licenses. The cost exceeds the allowable threshold as stipulated in SMART Board Policy No. 1. Pricing has been determined fair and reasonable.

### FUNDING & COSTS:

The additional funds for this project are funded via: Project No. 40850; Federal Grant No. MI-2018-018 (5307); State Grant No. 2017-0130 P11

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

Stage	Date Board Approval/Requested	Work	Cost
Base Three-Year Contract 9/23/2020-9/22/2023	August 27, 2020	Microsoft 365 Software Licenses	\$814,747.14
POCA #1	March 23, 2023	POCA #1 Additional Microsoft 365 Software Licenses	\$10,045.56
		<b>Cumulative TOTAL</b>	\$824,792.70

### ATTACHMENTS:

- Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Purchase Order Change Action (POCA) #1 –  
Softchoice Microsoft 365 Additional Software Licenses

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a contract with Softchoice Corporation for Microsoft 365 Software Licenses; and
- Whereas, The SMART IT Department has a need for additional Microsoft 365 software licenses and requires a POCA due to a shortfall in funding; and
- Whereas, A POCA #1 submitted in the amount not to exceed \$10,045.56. The cost does not exceed the allowable change order threshold, as stipulated in SMART’s Board Policy No. 1; and
- Whereas, Funding for this POCA in the amount not to exceed \$10,045.56 will be funded via: Project No. 40850; Federal Grant No. MI-2018-018 (5307); State Grant No. 2017-0130 P11; and
- Whereas, The Director of Finance is satisfied that Softchoice Corporation has performed under the contract terms and conditions; and
- Whereas, The EEO Department is satisfied that Softchoice Corporation 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 Suburban Mobility Authority for Regional Transportation is hereby authorized to approve POCA # 1 in the amount not to exceed \$10,045.56 to Softchoice Corporation, Inc.

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 March 23, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

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

DATE: March 23, 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 Armored Car Service

**RECOMMENDATION**

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

- for Armored Car Service
- to Total Armored Car Services, Inc. at 2950 Rosa Parks Blvd., Detroit, MI 48216
- for a three-year contract with two, one-year renewal options
- at a cost not to exceed \$1,855,000.00.

**DISCUSSION**

SMART revenue vehicles are each equipped with fare collection equipment. Fixed Route vehicles have electronic fare boxes and Connector vehicles are equipped with the older, mechanical fare boxes. The contents need to be placed into secured bins within a secured structure (i.e. vault houses, counted, the money deposited and the tickets destroyed). This process must be performed under tight security, therefore, SMART contracts with an independent, bonded firm specializing in armored car services along with other needed services.

**PROCUREMENT PROCESS**

Procurement Method:     Sealed Bid     Proposal     Quotes     Sole Source  
 Advertising:              Michigan Chronicle and Michigan Inter-governmental Trade Network  
 # of downloads:           4  
 Number of Proposers:    1 Proposal  
 Rationale for award:     A request for Proposal (RFP) was advertised and SMART received one proposal and two no-bid responses. One vendor was not able to bid at this time and the other vendor did not have the equipment for coin collection. In the proposal submitted by Total Armored Car Services, Inc., the incumbent was determined to be responsive and responsible. The price was determined to be fair and reasonable.

**FUNDING & COSTS:**

Funding for this service is available through the Authority’s 1 general fund.

The contract costs are summarized as follows:

<b>Description</b>	<b>Cost</b>
Armored Car Service Three (3) Year Contract	\$1,113,000.00
Option Year One (1)	\$371,000.00
Option Year Two (2)	\$371,000.00
<b>Total Max</b>	<b>\$1,855,000.00</b>

**ATTACHMENTS:**

- Resolution
- Total Armored Car Prices

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Armored Car Service

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) revenue service generates a large amount of cash and cash-equivalent tickets on a daily basis which must be processed in a highly secure manner; and
- Whereas, A Request for Proposal (RFP) was advertised and posted on MITN. SMART received one proposal from Total Armored Car Services; and
- Whereas, Total Armored Car Services, Inc., the incumbent proposal was determined responsive and responsible for meeting the SMART scope of work. The price has been 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 Total Armored Car Services, Inc. has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Total Armored Car Services, Inc. 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 \$1,113,000.00, with two one-year renewal options for the subsequent amounts of \$371,000.00 per year to Total Armored Car Services, Inc. for Armored Car Service. The total contract is for an amount not to exceed \$1,855,000.00.

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 March 23, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

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

Req 23-3684  
 Armored Car Services

Loomis stated that they would not be bidding No bid email  
 Brinks does not have a truck with a lift gate No bid email

**Total Armored Car Prices**

<b>Year One</b>	<b>Terminals Per \$1000</b>	<b>Annual Terminals</b>	<b>Transit Centers Per \$1000</b>	<b>Annual Transit Centers</b>	<b>Total</b>
Transportation (Pick-up)	n/a	\$109,842.12	n/a	\$5,938.20	\$115,780.32
Coin Process	\$6.56	\$	\$19,680.00	\$	\$19,680.00
Paper Process	\$33.58	\$	\$68,540.00	\$	\$68,540.00
Additional Days (beyond 3 days)	same		same		
Mutilated Currency	\$.15 per note		\$.15 per note		
<b>Total Year 1</b>		\$109,842.12	\$88,220.00	\$5,938.20	\$204,000.32

<b>Year Two</b>	<b>Terminals Per \$1000</b>	<b>Annual Terminals</b>	<b>Transit Centers Per \$1000</b>	<b>Annual Transit Centers</b>	<b>Total</b>
Transportation (Pick-up)	n/a	\$113,137.56	n/a	\$6,116.40	\$119,253.96
Coin Process	\$6.76	\$	\$20,271.00	\$	\$20,271.00
Paper Process	\$34.59	\$	\$70,596.00	\$	\$70,596.00
Additional Days (beyond 3 days)	same		same		
Mutilated Currency	\$.15 per note		\$.15 per note		
<b>Total Year 2</b>		\$113,137.56	\$90,867.00	\$6,116.40	\$210,120.96

<b>Year Three</b>	<b>Terminals Per \$1000</b>	<b>Annual Terminals</b>	<b>Transit Centers Per \$1000</b>	<b>Annual Transit Centers</b>	<b>Total</b>
Transportation (Pick-up)	n/a	\$116,531.64	n/a	\$6,405.48	\$122,937.12
Coin Process	\$6.96		\$20,879.00	\$	\$20,879.00
Paper Process	\$35.63		\$72,714.00	\$	\$72,714.00
Additional Days (beyond 3 days)	same		same		
Mutilated Currency	\$.15 per note		\$.15 per note		
<b>Total Year 3</b>		\$116,531.64	\$93,593.00	\$6,405.48	\$216,530.12

<b>Option Year One (Year 4)</b>	<b>Terminals Per \$1000</b>	<b>Annual Terminals</b>	<b>Transit Centers Per \$1000</b>	<b>Annual Transit Centers</b>	<b>Total</b>
Transportation (Pick-up)	n/a	\$120,027.60	n/a	\$6,489.00	\$126,516.60
Coin Process	\$7.17		\$21,505.00		\$21,505.00
Paper Process	\$36.70		\$74,896.00	\$	\$74,896.00
Additional Days (beyond 3 days)	same		same		
Mutilated Currency	\$.15 per note		\$.15 per note		
<b>Total Option Year 1 (year 4)</b>		\$120,027.60	\$96,401.00	\$6,489.00	\$222,917.60

<b>Option Year Two (Year 5)</b>	<b>Terminals Per \$1000</b>	<b>Annual Terminals</b>	<b>Transit Centers Per \$1000</b>	<b>Annual Transit Centers</b>	<b>Total</b>
Transportation (Pick-up)	n/a	\$123,628.32	n/a	\$6,684.00	\$130,312.32
Coin Process	\$7.39	\$	\$22,150.00	\$	\$22,150.00
Paper Process	\$37.80	\$	\$77,143.00	\$	\$77,143.00
Additional Days (beyond 3 days)	same		same		
Mutilated Currency	\$.15 per note		\$.15 per note		
<b>Total Option Year 2 (year 5)</b>		\$123,628.32	\$99,293.00	\$6,684.00	\$229,605.32

DATE: March 23, 2023    DISPOSITION SOUGHT: Board Approval  
TO: SMART Board of Directors                                  SUBMITTED BY: General Manager  
FROM: General Manager    APPROVED BY: General Manager

SUBJECT: Revision to FY2023 Board of Directors Meeting Schedule

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## RECOMMENDATION

That the Board adopt the attached resolution amending the time and place for FY2023 meetings previously adopted by the Board on June 23, 2022, as per the Open Meetings Act, MCLA 15.261 et seq and Article II, Section 3 of the SMART Board’s By-Laws.

## DISCUSSION

Under Section 5 of the Open Meetings Act (MCLA 15.265(2)) a public notice stating the dates, times, and places of this Board’s regular meetings must be posted. In addition, the SMART Board of Director’s By-Laws require a standing resolution that sets forth the Board’s place and time for all meetings. Article II, Section 3 states:

Section 3. Regular Meetings. Regular meetings of the Board shall be held a minimum of quarterly at such times and places as shall be designated from time to time by standing resolution of the Board. In all respects, each shall be identical in format. At such meetings the Board may transact such business as may be brought before the meetings. The Annual Meeting will be held in the month of October.

The Board has requested that the FY 2023 meeting schedule be revised to provide that two Board meetings scheduled for FY 2023 take place in the evening at community locations. Specifically, the proposed revision would provide that the April 27, 2023, Board meeting take place at Oakland County Community College, 2900 Featherstone Road, Auburn Hills, MI, 48326, at 6 p.m.; and that the June 22, 2023, Board meeting take place at Wayne County Community College, 21000 Northline Road, Taylor, MI, 48180, at 6 p.m. All other FY 2023 Board meeting locations and times would remain the same.

## FUNDING & COSTS:

The recommended change to the FY 2023 Board meeting schedule is expected to have no effect on the SMART budget.

## ATTACHMENTS:

- Current FY2023 Board Meeting Schedule
- Proposed Amended FY2023 Board Meeting Schedule
- Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Approve a Revision to SMART's FY 2023 Board Meeting Schedule

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- Whereas, the Open Meetings Act and the By-Laws of the Suburban Mobility Authority for Regional Transportation (SMART) require a standing resolution designating the time and place for meetings in Article II, Section 3; and,
- Whereas, on June 23, 2022, the SMART Board adopted a resolution setting the schedule for FY 2023 Board meetings, and specifically providing that the meetings take place at 2:00 p.m. eastern standard time, on the fourth Thursday of each month excluding November and December, which meetings shall be combined and take place on the first Thursday of December; at the SMART administrative offices located at 535 Griswold, Suite 600, Detroit, MI, 48226, subject to law and policy amendments due to COVID-19; and,
- Whereas, the SMART Board of Directors, by this Resolution, amends the FY 2023 Board meeting schedule previously adopted on June 23, 2022 to provide that the Board meeting scheduled for April 27, 2023 will now take place at Oakland County Community College, 2900 Featherstone Road, Auburn Hills, MI, 48326, at 6 p.m.; and that the Board meeting scheduled for June 22, 2023, will now take place at Wayne County Community College, 21000 Northline Road, Taylor, MI, 48180, at 6 p.m.; while all other provisions remain unchanged; now therefore be it;
- Resolved, that the SMART Board of Directors hereby adopts the foregoing revised schedule as its own for the remainder of FY 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 \_\_\_\_\_.

\_\_\_\_\_  
Date

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

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



**MEMORANDUM**

DATE: June 23, 2022  
TO: SMART Board of Directors  
FROM: Tiffany C. Martin-Patterson, Board Secretary  
SUBJECT: FY2023 Board of Directors Meetings

Listed below are the SMART Board of Directors meetings scheduled for FY2023. The Board meetings are held every fourth Thursday of the month at 2:00 p.m. The meeting place for all meetings will be at the SMART offices in the Board Room at 535 Griswold, Suite 600, Detroit, Michigan 48226 or by public conference call.

Due to the Holiday Season, the Board meetings for the months of November and December will be combined and are currently scheduled for Thursday, December 1, 2022.

If there are any cancellations or changes in the schedule, related correspondence will be mailed, posted, and/or e-mailed. If you have any questions or concerns, please call me at 313.223.2110. Thank you.

**Board Meetings**

JULY 28, 2022  
AUGUST 25, 2022  
SEPTEMBER 22, 2022  
OCTOBER 27, 2022  
DECEMBER 1, 2022  
JANUARY 26, 2023  
FEBRUARY 23, 2023  
MARCH 23, 2023  
APRIL 27, 2023  
MAY 25, 2023  
JUNE 22, 2023

**MEMORANDUM**

DATE: March 23, 2023  
TO: SMART Board of Directors  
FROM: Tiffany C. Martin-Patterson, Board Secretary  
SUBJECT: Revised FY2023 Board of Directors Meetings

Listed below are the remainder of the SMART Board of Directors meetings scheduled for FY2023 as revised on March 23, 2023. The Board meetings, with the exception of those scheduled for April 27, 2023, and June 22, 2023, are held every fourth Thursday of the month at 2:00 p.m., at the SMART offices in the Board Room at 535 Griswold, Suite 600, Detroit, Michigan 48226 or by public conference call.

The Board meeting scheduled for April 27, 2023, will now take place at Oakland County Community College, 2900 Featherstone Road, Auburn Hills, MI, 48326, at 6 p.m.

The Board meeting scheduled for June 22, 2023, will now take place at Wayne County Community College, 21000 Northline Road, Taylor, MI, 48180, at 6 p.m.

If there are any cancellations or changes in the schedule, related correspondence will be mailed, posted, and/or e-mailed. If you have any questions or concerns, please call me at 313.223.2110. Thank you.

**Board Meetings**

MARCH 23, 2023

APRIL 27, 2023

MAY 25, 2023

JUNE 22, 2023

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DATE:	March 23, 2023	DISPOSITION SOUGHT:	Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	General Manager	APPROVED BY:	General Manager

SUBJECT: Revision to SMART Board of Directors' Policy 9

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### RECOMMENDATION

That the Board adopt the attached resolution authorizing a revision to Board Policy 9 to change the maximum time allotted for public participation from 5 minutes per speaker to 3 minutes per speaker.

### DISCUSSION

Article II, Section 14 of the SMART Board of Directors' By-Laws provides that, "the Board shall from time to time issue policy memoranda, the purpose of which is to maintain continuity, coherence and consistency in the policies of the Board for the benefit of all Board members and for the guidance of the General Manager as Chief Executive Officer and staff." Recently, the Board has asked to review and revise Policy 9, relating to the public participation portion of Regular and Special Meetings of the Board. Specifically, the Board has asked that Policy 9 be revised to provide that the maximum time allotted for public participation at Regular and Special Meetings of the Board be changed from 5 minutes per speaker to 3 minutes per speaker. This revision would bring SMART in line with other similar agencies' policies regarding time allotted for public participation in Board meetings. Following is a proposed revision that would accomplish this goal, should the Board decide to approve it. All other portions of Policy 9 would remain unchanged.

The proposed revision would state:

Date: March 23, 2023

Policy Number: 9

### **Subject**

Public Participation

\* \* \*

### **Procedure**

\* \* \*

II.

\* \* \*

B. Speakers shall be entitled to a maximum speaking time of three minutes.

\* \* \*

FUNDING & COSTS:

The recommended change to Policy 9 is expected to have no effect on the SMART budget.

ATTACHMENTS:

- Current Policy 9
- Proposed Amended Policy 9
- Resolution

SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Amendment to the SMART Board of Directors' Policy 9

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- Whereas, The Suburban Mobility Authority for Regional Transportation, pursuant to the provisions of Act 204, P.A. 1967 as amended, is empowered to acquire, plan, contract, operate and maintain public transportation systems and facilities within its jurisdiction; and
- Whereas, Board Policy 9 was developed by the SMART Board of Directors in 1984, and was revised in 2012;
- Whereas, After careful consideration, the SMART Board of Directors, by this Resolution, amends Board Policy 9 to revise the time allotted to speakers in the Public Participation portion of Regular and Special Board Meetings from 5 minutes per speaker to 3 minutes per speaker, while all other provisions remain unchanged; now therefore be it;
- Resolved, That the SMART Board of Directors hereby amends Board Policy 9 to revise the time allotted to speakers in the Public Participation portion of Regular and Special Board Meetings from 5 minutes per speaker to 3 minutes per speaker. All other provisions remain unchanged.

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 \_\_\_\_\_.

\_\_\_\_\_  
Date

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

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



Date: August 23, 2012

Number: 9

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**Subject**

Public Participation

**Purpose**

To establish procedures for scheduled discussions during Public Participation portions of Board meetings (Article II, Section 4 of the Authority's By-Laws and Rules of Procedure), and pursuant to the Open Meetings Act, MCLA 15.263(1), (5). The purpose of Public Participation is to allow the SMART Board of Directors to hear all concerns, issues, and compliments from members of the public that are relevant to SMART. As such, there will be no responding to the public's questions or comments by the Board Members during Public Participation.

**Scope**

Applicable to all Regular and Special Meetings of the Board. This policy supersedes the Public Participation policy dated May 29, 1984.

**Procedure**

- I. According to Article II, Section 4 of the Authority's By-Laws and Rules of Procedure, Agenda Item 6 will serve as the Public Participation portion of Regular and Special meetings of the Board.
- II. Any individual or organization that wishes to address the Board during a Regular or Special meeting shall request such an opportunity through the Chairperson.
  - A. Speakers may submit a request for an opportunity to address the Board to the Board Secretary up to five days prior to the scheduled date of the Board meeting.
  - B. Speakers shall be entitled to a maximum speaking time of five minutes.
  - C. The aggregate time spent on the Public Participation portion of the meeting may not be limited in any way or for any reason beyond those set forth in this policy. Any individual wishing to address the Board will be given an opportunity to speak, subject to the provisions contained herein.
- III. The Board Secretary, at the direction of the Chairperson, shall be responsible to schedule speakers for the Public Participation portion of Board meetings, and prior to each meeting of the Board, shall provide the Chairperson with the list of requests scheduled for that meeting. The Chairperson may allow scheduled speakers to address the Board before other members of the public in attendance.



Date: August 23, 2012  
Number: 9

Page 2

- 
- A. The Chairperson may call to order any person who is engaging in disorderly conduct during the Public Participation portion of the Board meeting. Such disorderly conduct includes, but is not limited to, defamatory, profane, obscene, or disruptive remarks which threaten the safety or security of the Authority or others. The Chairperson shall direct the speaker to be seated until it has been determined whether the individual is in order.
  - B. If the Chairperson determines that an individual is particularly disruptive to the meeting, or has failed to return to order, the Chairperson may request the individual to be removed from the meeting.
- IV. Public Participation shall be confined to subjects that are relevant to the Authority. The discretion to determine whether a topic is relevant is vested in the Chairperson.
- A. For purposes of this Policy, relevant public commentary is defined as any subject matter that relates to Authority business and/or serves the Authority's informational needs. Any determination of relevance must be viewpoint neutral.
  - B. If the Chairperson determines that any member of the public is in violation of this policy, the Chairperson shall follow the procedure in Section III (A) and (B) pertaining to calling disorderly individuals to order.



Date: March 23, 2023

Policy Number: 9

**Subject**

Public Participation

**Purpose**

To establish procedures for scheduled discussions during Public Participation portions of Board meetings (Article II, Section 4 of the Authority's By-Laws and Rules of Procedure), and pursuant to the Open Meetings Act, MCLA 15.263(1), (5). The purpose of Public Participation is to allow the SMART Board of Directors to hear all concerns, issues, and compliments from members of the public that are relevant to SMART. As such, there will be no responding to the public's questions or comments by the Board Members during Public Participation.

**Scope**

Applicable to all Regular and Special Meetings of the Board. This policy supersedes the Public Participation policy dated August 23, 2012.

**Procedure**

- I. According to Article II, Section 4 of the Authority's By-Laws and Rules of Procedure, Agenda Item 6 will serve as the Public Participation portion of Regular and Special meetings of the Board.
- II. Any individual or organization that wishes to address the Board during a Regular or Special meeting shall request such an opportunity through the Chairperson.
  - A. Speakers may submit a request for an opportunity to address the Board to the Board Secretary up to five days prior to the scheduled date of the Board meeting.
  - B. Speakers shall be entitled to a maximum speaking time of three minutes.
  - C. The aggregate time spent on the Public Participation portion of the meeting may not be limited in any way or for any reason beyond those set forth in this policy. Any individual wishing to address the Board will be given an opportunity to speak, subject to the provisions contained herein.
- III. The Board Secretary, at the direction of the Chairperson, shall be responsible to schedule speakers for the Public Participation portion of Board meetings, and prior to each meeting of the Board, shall provide the Chairperson with the list of requests scheduled for that meeting. The Chairperson may allow scheduled speakers to address the Board before other members of the public in attendance.



- A. The Chairperson may call to order any person who is engaging in disorderly conduct during the Public Participation portion of the Board meeting. Such disorderly conduct includes, but is not limited to, defamatory, profane, obscene, or disruptive remarks which threaten the safety or security of the Authority or others. The Chairperson shall direct the speaker to be seated until it has been determined whether the individual is in order.
- B. If the Chairperson determines that an individual is particularly disruptive to the meeting, or has failed to return to order, the Chairperson may request the individual to be removed from the meeting.

IV. Public Participation shall be confined to subjects that are relevant to the Authority. The discretion to determine whether a topic is relevant is vested in the Chairperson.

- A. For purposes of this Policy, relevant public commentary is defined as any subject matter that relates to Authority business and/or serves the Authority's informational needs. Any determination of relevance must be viewpoint neutral.
- B. If the Chairperson determines that any member of the public is in violation of this policy, the Chairperson shall follow the procedure in Section III (A) and (B) pertaining to calling disorderly individuals to order.



SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Authorization to Award a Contract for Public Relations Services

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- Whereas, The Suburban Mobility Authority for Regional Transportation (SMART) has a need for public relations services to positively, promote, engage and educate the region about SMART and its services including the development of a strategic communications plan with key messaging, proactive opportunities, media relationships, and earned media including op-eds, news releases, pitches, and media events; and
- Whereas, A request for Proposal (RFP) was advertised and posted on MITN. SMART received five proposals; and
- Whereas, The Truscott Rossman Group proposal was determined to be the most responsive and responsible meeting in SMART’s scope of work. The price has been 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 Truscott Rossman Group has the potential to perform under the terms and conditions of the contract; and
- Whereas, The EEO Department is satisfied that Truscott Rossman Group 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 \$720,000.00, with two one-year renewal options for the subsequent amounts of \$240,000.00 per year to Truscott Rossman Group for Public and Community Relations Consultant Services. The total contract is for an amount not to exceed \$1,200,000.00.

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 March 23, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

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

**BAFO Bid Tabulation**

**RFP# 23-3697 Public & Community Relations Consultant Services**

**Purchasing Agent:** Andre J. Baldwin

**Description:** SMART requests proposals from public relations firms to positively, promote, engage and educate the region about SMART and its services.

**Rationale for award:** The proposal submitted by Truscott Rossman Group, Inc., was found to be the most responsive and responsible bidder, and determined to be the most advantageous to SMART with cost and experience being considered.

**Hourly Rate**

<b>98 Forward, LLC</b>		<b>Gud Marketing</b>		<b>Marx Layne &amp; Company</b>		<b>MCCI</b>		<b>Truscott Rossman Group, LLC</b>	
Total Price - Yr 1	\$185.00	Total Price - 3 Yrs	\$175.00	Total Price - 3 Yrs	\$165.00	Total Price - Yr 1	\$126-\$150	Total Price - 3 Yrs	\$195.00
Total Price - Yr 2	\$190.55	Total Price - 5 Yrs	\$180.00	Total Price - 5 Yrs	\$165.00	Total Price - Yr 2	\$130 - \$154.50	Total Price - 5 Yrs	\$200.00
Total Price - Yr 3	\$196.27					Total Price - Yr 3	\$134 - \$159		
Total Price - Yr 4	\$202.16					Total Price - Yr 4	\$138 - \$164		
Total Price - Yr 5	\$208.22					Total Price - Yr 5	\$142 - \$168.75		

**Retainer Rate**

<b>98 Forward, LLC</b>		<b>Gud Marketing</b>		<b>Marx Layne &amp; Company</b>		<b>MCCI</b>		<b>Truscott Rossman Group, LLC</b>	
Total Price - 3 Yrs	\$417,967.00	Total Price - 3 Yrs	\$993,325.00	Total Price - 3 Yrs	\$360,000.00	Total Price - 3 Yrs	\$890,184.00	Total Price - 3 Yrs	\$1,242,000.00
Total Price - 5 Yrs	\$703,596.00	Total Price - 5 Yrs	\$1,668,225.00	Total Price - 5 Yrs	\$600,000.00	Total Price - 5 Yrs	\$1,529,040.00	Total Price - 5 Yrs	\$2,090,000.00

SMART has determined to allot 100 hours/month.

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DATE:	March 23, 2023	DISPOSITION SOUGHT:	Board Approval
TO:	SMART Board of Directors	SUBMITTED BY:	General Manager
FROM:	Vice President Planning	APPROVED BY:	General Manager

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SUBJECT: COVID-19 Service Equity Analysis

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RECOMMENDATION:

That the board approves the attached resolution for the following:

- COVID-19 Service Equity Analysis
- submittal of the Analysis to the FTA to remain eligible for FTA funding

DISCUSSION:

In order to remain eligible for federal capital improvement and operating grants, SMART is required to conduct service equity analyses whenever fixed route service changes exceed a 25% change in revenue miles or route trip length.

On April 7, 2020, the FTA published guidance indicating that if a transit agency chooses to make any changes permanent during an emergency, then the transit agency must perform a service equity analysis. The dramatic decline in ridership and the uncertain timing of any recovery signified the need for making the temporary changes permanent. Of note, a permanent change is any change lasting longer than 12 months. The service equity analysis includes major service changes to twenty-three bus routes from March 2020 through September 2021. Eighteen routes had major service reductions and five routes were eliminated.

The general objectives of the Service Equity Analysis are:

- To minimize Disparate Impacts on minorities
- To minimize Disproportionate Burdens on the low-income population
- If SMART finds a potential disparate impact or disproportionate burden, the agency will take steps to avoid, minimize or mitigate impacts then reanalyze the modified service plan to determine whether the impacts were removed. If SMART chooses not to alter the proposed changes, the agency may implement the service change if there is a substantial legitimate justification for the change AND the agency can show that there are no alternatives that would have less of an impact on the minority/low-income population and would still accomplish the agency's legitimate program goals.

FUNDING SOURCE:

The service modifications contained in the Equity Analysis Report have been accounted for in the current and previous year's budget.

ATTACHMENTS:

1. Resolution
2. COVID-19 Service Equity Analysis

**SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION**

**RESOLUTION**

Approval of the SMART COVID-19 Service Equity Analysis

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- Whereas, The Suburban Mobility Authority for Regional Transportation is charged with the planning, operation, and improvement of regional public transportation in southeastern Michigan; and
- Whereas, In order to remain eligible for federal funding, pursuant to the regulations outlined in Federal Circular C 4702.1B dated October 1, 2012, the SMART Title VI Program must be followed with regard to major services changes by its board of directors which are responsible for the policy decisions at SMART; and
- Whereas, SMART must conduct a Service Equity Analysis on the routes that have had a major service change; and
- Whereas, This report/analysis must be approved by the governing body of SMART, and
- Whereas, According to Circular C4702.1B, once approved by SMART, the Service Equity Analysis must be submitted to the FTA; now, therefore, be it
- Resolved, That the SMART Major Service Change / Service Equity Analysis referred to herein is approved and the General Manager of the Suburban Mobility Authority for Regional Transportation is authorized to submit the Major Service Change / Service Equity Analysis to the Federal Transit Administration.

CERTIFICATE

The undersigned duly qualified Board Secretary of the Suburban Mobility Authority for Regional Transportation certifies that 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 March 23, 2023.

\_\_\_\_\_

Date

\_\_\_\_\_

Board Secretary

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



**Title VI Service Equity Analysis for  
COVID-19 Service Planning Impacts**

March 2023



## Purpose

In compliance with Title VI of the Civil Rights Act of 1964, the Federal Transit Administration (FTA) requires all transit agencies receiving federal funding to monitor the performance of their systems, ensuring services are made available and/or distributed equitably. Each transit agency must develop a Title VI Program to document its policies and procedures for meeting FTA requirements. The SMART Title VI Program stipulates that any major service change must be evaluated to determine its impact on minority (race, ethnicity) and low-income populations.

The Suburban Mobility Authority for Regional Transportation (SMART) has been Southeast Michigan's regional public transportation provider since 1967. SMART offers safe and convenient transportation for people to connect to work, school, medical appointments, shopping centers, entertainment, and cultural events. SMART provides a variety of transit services including standard fixed route, FAST (high frequency fixed route), Connector (demand response), ADA Paratransit, Flex (on-demand microtransit), and Community Partnership Programs.

On March 10th, 2020, Governor Gretchen Whitmer issued a declaration of emergency and state of disaster for the State of Michigan as a result of the emergence of COVID-19 in the state and the larger global pandemic. Certain businesses were closed, and public health experts advised everyone to avoid unnecessary travel and practice social distancing. Ridership declined by 80% in the first weeks of the pandemic. SMART then implemented several temporary fixed-route service reductions to account for changes in customer demand and driver availability. By the fall of 2021, some of the emergency service reductions were reinstated. However, many routes continue to be impacted. The purpose of this Title VI analysis is to report on the remaining service reductions and document any impacts to minority and low-income communities.

This Title VI analysis will perform the following functions:

- Describe the COVID-19 service changes that continue to be in effect
- Determine whether the changes constitute a “major service change” or not,
- Evaluate how the changes may impact low-income and minority populations, and
- Identify strategies to avoid, minimize, or mitigate any disproportionate burdens, disparate impacts, or any potential outcomes.

## Relevant Policies

SMART's Service and Fare Equity Policy outlines how Title VI analysis should be performed for any major service change. The following definitions apply to this service change Title VI analysis:

- *Major Service Change:* A major service change is when 25 percent or more of a route's revenue miles or route miles (route length) are added or reduced. (SMART Service and Fare Equity Policy)
- *Disparate Impact:* SMART will consider a proposed major service change to have a disparate impact if the affected route's minority population is more than 10 percentage points greater than the system average (56.05%, including Detroit service corridors).
- *Disproportionate Burden:* SMART will consider a proposed major service change to have a disproportionate burden if the affected route's low-income population is more than 10 percentage points greater than the system average (31.05%, including Detroit service corridors).





## Emergency Service Changes

Following the declaration of a global pandemic and the restrictions placed on commerce, several service reductions were swiftly implemented, first on March 23, 2020, with additional reductions beginning on March 31, 2020. These changes included reduced trips systemwide, suspension of commuter routes, and several on-demand services temporarily ceasing operations. Ridership decreased by 80% in the first weeks of the pandemic.

In June 2020, service frequency was partially restored on most routes and on-demand services. However, service on 23 routes continued to be impacted to the point of being considered a “major service change.” These routes are summarized in Table 1 below:

*Table 1: Summary of service reductions that remain in effect as of September 2021*

Route	Change: Pre-pandemic to Sept 2021
200-210 Michigan Local	Service reduction >25%
255 Ford Rd Express	Service reduction >25%
415-420 Southfield-Greenfield	Service reduction >25%
445 Woodward-Telegraph Limited	Route eliminated
450 Woodward	Service reduction >25%
461-462 FAST Woodward	Service reduction >25%
465 Auburn Hills Limited	Route eliminated
494 Dequindre	Service reduction >25%
530 Schoenherr	Service reduction >25%
550 Garfield	Service reduction >25%
560 Gratiot	Service reduction >25%
561 FAST Gratiot	Service reduction >25%
562 FAST Gratiot WSU	Service reduction >25%
566 Price School	Route Eliminated
580 Harper	Route Eliminated
610 Kercheval-Harper	Service reduction >25%
615 Jefferson	Service reduction >25%
620 Charlevoix	Service reduction >25%
635 E Jefferson	Service reduction >25%
805 Grand River Park & Ride	Service reduction >25%
830 Downriver Park & Ride	Service reduction >25%
849 Northland Park & Ride	Route Eliminated
851 W Bloomfield Park & Ride	Service reduction >25%



## Impact of Service Changes

SMART policy requires that all major service changes be evaluated for any potential disproportionate burden or disparate impact. The impacts of proposed changes must be calculated to determine whether the change is a “major service change.” Route-by-route changes are summarized in Table 4 located in the appendix.

**Result:** SMART defines a “major service change” as when 25 percent or more of a route’s revenue or route miles (route length) are added or reduced. Analysis of the ongoing COVID-19 service reductions found that the changes summarized meet the criteria of a major service change. Thus, impacted communities along these routes will be the focus for the remainder of the report.

### Title VI Review

A route will be considered minority or low-income if the mileage in these (minority or low-income) census block groups exceeds 1/3 of the total route miles. Table 2 shows these statistics of the affected routes and determination of minority and/or low-income status.

**Table 2 - Census Block Group Analysis Along Routes**

Route	Route Miles	Minority Miles	Percent Minority Miles	Low-Income Miles	Percent Low-Income Miles	Minority and/or Low-Income Route
200	23.84	11.42	47.90%	14.8	62.08%	YES
255	41.47	7.52	18.13%	11.48	27.68%	NO
420	19.68	5.14	26.12%	0	0.00%	NO
445	21.11	10.13	47.99%	7.08	33.54%	YES
450	34.62	13.2	38.13%	11.79	34.06%	YES
461	48.75	15.9	32.62%	14.66	30.07%	NO
465	37.59	15.14	40.28%	9.64	25.65%	YES
494	31.63	4.55	14.39%	5.57	17.61%	NO
530	49.92	10.82	21.67%	12.41	24.86%	NO
550	24.83	1.18	4.75%	4.23	17.04%	NO
560	34.69	16.01	46.15%	18.55	53.47%	YES
561	54.07	13.96	25.82%	14.25	26.35%	NO
562	48.12	13.8	28.68%	16.24	33.75%	YES
566	20.42	12.68	62.10%	13.93	68.22%	YES
580	21.75	4.96	22.80%	4.41	20.28%	NO
610	35.05	2.75	7.85%	6.11	17.43%	NO
615	22.68	0.5	2.20%	3.94	17.37%	NO
620	41.99	10.3	24.53%	7.26	17.29%	NO
635	48.83	7	14.34%	4.67	9.56%	NO
805	55.71	4.65	8.35%	3.02	5.42%	NO
830	45.06	3.4	7.55%	2.36	5.24%	NO
849	17.3	6.38	36.88%	2.88	16.65%	YES
851	65.88	8.32	12.63%	5.21	7.91%	NO



Table 3 depicts the demographic statistics for the reduced or eliminated routes. As stated previously, any adverse effects of eliminating these routes will be alleviated through alternative fixed route, paratransit, or on-demand services.

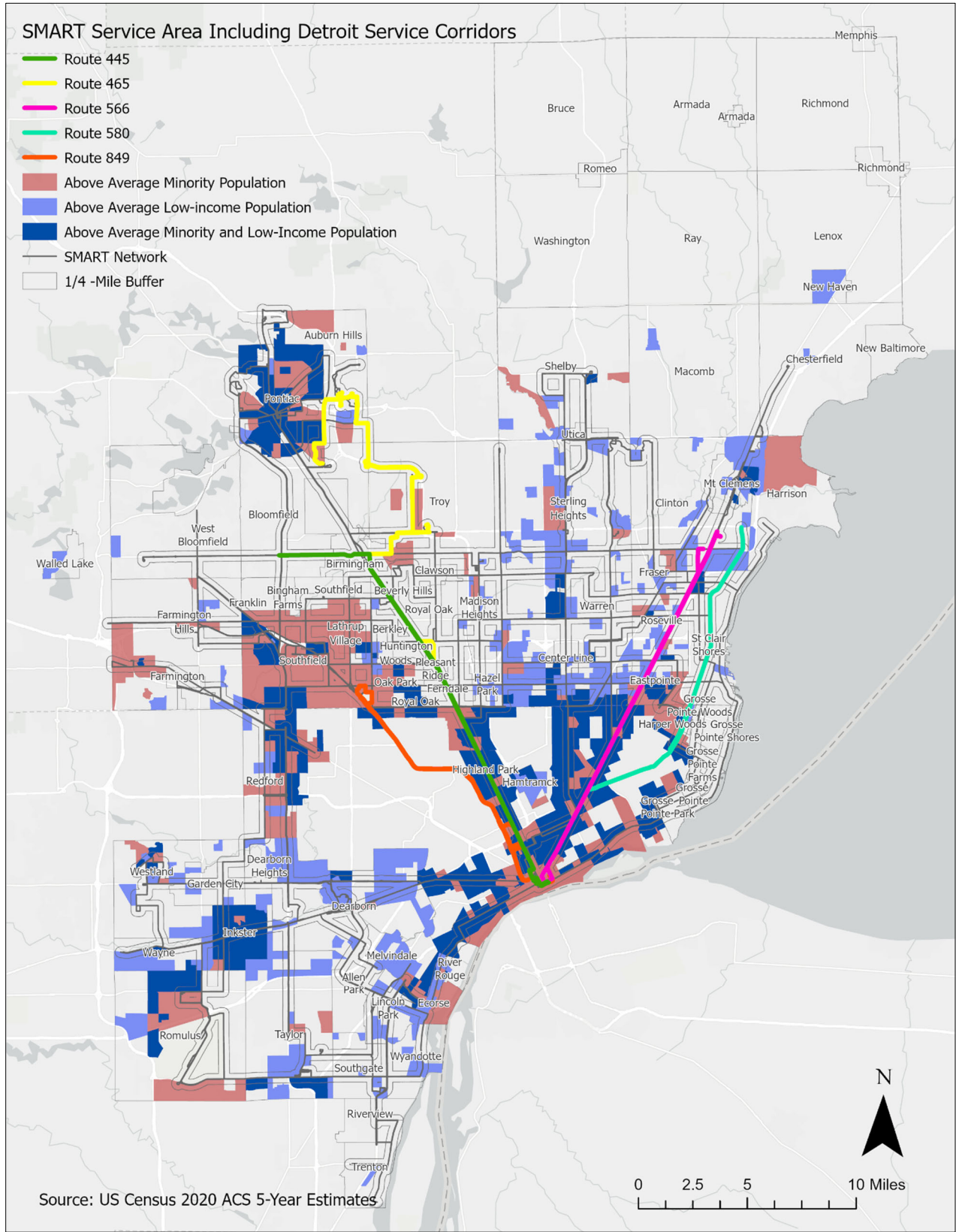
Census block groups are considered minority if the average minority population in any tract exceeds the SMART service area average of 56.05% (including Detroit service corridors).

Census tracts are considered low-income if the average low-income population (<150% federal poverty) in any tract exceeds the SMART service area average of 31.05% (including Detroit service corridors).

*Table 3 - Census Block Group Statistics Along Routes*

Route	Population	Minority Population	% Minority	Low-income Population	% Low-income
200	31,400	10,048	32%	11,618	37%
255	24,700	5,681	23%	6,422	26%
420	15,200	6,992	46%	1,520	10%
445	34,300	10,633	31%	6,860	20%
450	28,100	7,587	27%	4,215	15%
461	20,800	9,152	44%	5,616	27%
465	38,700	13,158	34%	7,740	20%
494	26,900	8,608	32%	6,187	23%
530	42,000	21,420	51%	12,180	29%
550	19,500	5,070	26%	3,705	19%
560	30,300	12,120	40%	7,878	26%
561	14,000	7,700	55%	4,060	29%
562	13,300	7,448	56%	5,054	38%
566	27,900	15,903	57%	9,207	33%
580	28,700	10,906	38%	6,888	24%
610	42,600	12,354	29%	7,668	18%
615	25,100	3,263	13%	3,263	13%
620	55,100	20,387	37%	12,122	22%
635	35,700	8,925	25%	6,069	17%
805	31,000	15,190	49%	5,270	17%
830	25,900	5,180	20%	4,921	19%
849	13,600	8,704	64%	4,760	35%
851	24,700	14,573	59%	6,175	25%

Map 1 - Service Area, Route Eliminations, and Minority/Low-Income Populations





## **Changes that will disproportionately impact minority and/or low-income populations**

### **Route 200 Michigan Avenue**

Route 200 is a local service currently operating at 90-minute frequencies during peak periods. The Michigan Avenue corridor is also served by routes 210 and 261 FAST Michigan, increasing the frequency of service along the corridor. Weekday ridership on this route decreased by 79% between June 2019 and September 2021.

Census data indicates that the concentration of low-income residents living in the vicinity of Route 200 is significantly higher than SMART's service area as a whole. Low-income residents may be disproportionately impacted by the continued reduction of service on Route 200. However, service levels on other Michigan Avenue routes will compensate for this service reduction.

### **562 FAST Gratiot - Wayne State University**

Route 562 is a commuter route to Wayne State University via the Gratiot Avenue Corridor from Macomb County. It currently operates just one inbound and one outbound trip per weekday. The Gratiot Avenue corridor is also served by express route FAST Gratiot 563, and local routes DDOT 6 in Detroit and SMART Route 560 in Macomb County. The Warren Avenue Corridor in Detroit is served by DDOT Route 8 and paratransit service. Weekday ridership on this route decreased by 57% between June 2019 and September 2021.

Census data indicates that the concentration of low-income residents living in the vicinity of Route 562 is significantly higher than SMART's service area as a whole. Low-income residents may be disproportionately impacted by the continued reduction of service on Route 562. However, service levels on other Gratiot and Warren routes will compensate for this service reduction.

### **849 Northland Park & Ride**

Route 849 was discontinued in 2020 due to low ridership. A downtown commuter route from the now defunct Northland Mall in Southfield via the M-10 John C. Lodge Freeway, the 849 is duplicated by Route 851 – West Bloomfield Park and Ride. The 851 serves the same locations at approximately 50-minute frequencies on weekdays. Total ridership on both weekday routes decreased by 94% between June 2019 and September 2021.

Census data indicates that the concentration of minority and low-income residents living in the vicinity of Route 849 is significantly higher than SMART's service area as a whole. Minority and Low-income residents may be disproportionately impacted by the continued reduction of service on Route 849. However, service on route 851 remains similar to pre-pandemic levels.



**Other major service changes where minority and low-income populations were not disproportionately impacted.**

**255 Ford Rd Express**

Route 255 is an express downtown commuter route currently operating at 30-60-minute frequencies during peak periods. The Ford Road corridor is also served by local route 250, increasing the frequency of service along the corridor in Dearborn, Garden City, and Westland. Weekday ridership on this route decreased by 93% between June 2019 and September 2021.

**415-420 Southfield-Greenfield**

Route 415-420 are local routes currently operating at 70-minute frequencies during peak periods. Weekday ridership on this route decreased by 77% between June 2019 and September 2021. Communities on these corridors are currently served by paratransit in addition to these routes.

**445 Woodward Telegraph Limited**

Route 445 was discontinued in 2020 due to low ridership. A downtown commuter route from Bloomfield Township via Maple Road and Woodward Avenue. Both corridors continue to be served by other routes; route 780 on Maple Road and multiple local and express routes on Woodward Avenue. Ridership on this weekday route decreased by 98% between June 2019 and April 2020, when it was discontinued.

**450 Woodward**

Route 450 is a local service currently operating at 60-minute frequencies during peak weekday periods between Somerset Collection in Troy and the State Fair Transit Center in Detroit. The Woodward Avenue corridor is also served by local route 460, between Pontiac and the State Fair Transit Center, and express route 461-462 FAST Woodward to downtown Detroit. These additional routes increase frequency along the corridor and serve many of the same locations. Weekday ridership on this route decreased by 80% between June 2019 and September 2021.

**461 FAST Woodward**

Route 461 is an express service currently operating at 45-minute frequencies during peak periods between Somerset Collection in Troy and downtown Detroit. The Woodward Avenue corridor is also served by local routes 450 and 460, as well as express route 462 FAST Woodward from Pontiac to downtown Detroit. These additional routes increase frequency along the corridor and serve many of the same locations. Weekday ridership on this route decreased by 37% between June 2019 and September 2021.

**465 Auburn Hills Limited**

Route 465 was a downtown commuter route from Auburn Hills via Woodward Avenue. It was discontinued in 2020 due to low ridership. Woodward Avenue is served by multiple local and express routes. Auburn Hills is currently served by Route 790, Flex service in the western portion of the city, and paratransit. Ridership on this weekday route decreased by more than 99% between June 2019 and April 2020, when it was discontinued.

**494 Dequindre**

Route 494 is a local service currently operating at 60-minute frequencies during peak periods between Beaumont Hospital - Troy and the State Fair Transit Center in Detroit. There are limited fixed route alternatives on this corridor, however, several miles are covered by Flex service. Other points are served by paratransit. Weekday ridership on this route decreased by 59% between June 2019 and September 2021.





### **530 Schoenherr**

Route 530 is a local weekday service currently operating at 70-minute frequencies during peak periods between Lakeside Mall in Macomb County and downtown Detroit via Schoenherr and Gratiot Avenue. There are limited fixed route alternatives on this corridor in Macomb County, however, the Hall Road Corridor is covered by Flex service. Other points are served by paratransit and DDOT services in Detroit. Weekday ridership on this route decreased by 94% between June 2019 and September 2021.

### **550 Garfield**

Route 550 is a local weekday service currently operating at 60-minute frequencies during peak periods between Lakeside Mall in Sterling Heights and Macomb Mall in Roseville. There are limited fixed route alternatives on this corridor in Macomb County, however, the Hall Road northern Garfield Corridors are covered by Flex service. Other points are served by paratransit. Weekday ridership on this route decreased by 86% between June 2019 and September 2021.

### **560 Gratiot**

Route 560 is a local service currently operating at 20-minute frequencies during peak weekday periods between Chesterfield Township and 8 Mile Road in Eastpointe. The Gratiot Avenue corridor is also served by express routes 562-563 FAST Gratiot between northeast Macomb County and downtown Detroit. These additional routes increase frequency along the corridor and serve many of the same locations. Chesterfield Township is covered by Flex service and other communities along the corridor are served by paratransit. Weekday ridership on this route decreased by 80% between June 2019 and September 2021.

### **561 FAST Gratiot**

Route 561 was an express service between North River Road in Mount Clemens and downtown Detroit. It was discontinued in 2020 due to low ridership and duplicative express services. The Gratiot Avenue corridor is currently served by local route 560, as well as express routes 562 and 563 FAST Gratiot to Wayne downtown Detroit. The corridor is also served by DDOT fixed route and paratransit in Detroit. These additional routes increase frequency along the corridor and serve many of the same locations.

### **566 Price School**

Route 566 was a local service on the Gratiot Avenue corridor serving Macomb Schools. It was discontinued in 2020 due to the Covid-19 pandemic. The Gratiot Avenue corridor is currently served by local route 560, as well as express routes 562 and 563 FAST Gratiot to Wayne State University and downtown Detroit. The corridor is also served paratransit. These additional routes increase frequency along the corridor and serve many of the same locations.

### **580 Harper**

Route 580 was a weekday commuter service operating during peak periods between Clinton Township in Macomb County and downtown Detroit via Harper and Gratiot Avenues and Interstate 94. Weekday ridership on this route decreased by 91% between June 2019 and April 2020, when it was discontinued. This corridor is served by several other local and express routes, including those on Gratiot, Harper, and Jefferson.

### **610 Kercheval-Harper**

Route 610 is a local service currently operating at 60-minute frequencies during peak weekday periods between Clinton Township and East Jefferson Avenue in Grosse Pointe Park. Weekday ridership on this route decreased by 83% between June 2019 and September 2021. This corridor is served by several other local and express routes, including those on Gratiot, Mack, and Jefferson, as well as paratransit.



### **615 Jefferson**

Route 615 is a local weekday service currently operating at 60-minute frequencies during peak periods between Macomb Mall in Roseville and St. John Hospital in Detroit. Weekday ridership on this route decreased by 80% between June 2019 and September 2021. This corridor is served by routes 610 and 620, as well as paratransit.

### **620 Charlevoix**

Route 620 is a local weekday service currently operating at 60-minute frequencies during peak periods between Macomb Mall in Roseville and downtown Detroit. Weekday ridership on this route decreased by 90% between June 2019 and September 2021. This corridor is served by routes 610 and 615, as well as paratransit.

### **635 East Jefferson**

Route 635 is a local weekday service currently operating at 60-minute frequencies during peak periods between Macomb Mall in Roseville and downtown Detroit. Weekday ridership on this route decreased by 90% between June 2019 and September 2021. This corridor is served by routes 610 and 615, as well as paratransit.

### **805 Grand River Park & Ride**

Route 805 is a downtown commuter route from Farmington Hills via Grand River Avenue and Interstate 96, currently operating at 30-minute frequencies during peak weekday periods. Total ridership on both weekday routes decreased by 94% between June 2019 and September 2021.

### **830 Downriver Park & Ride**

Route 831 is a weekday downtown commuter route from Trenton via Fort Street, Trenton Road, and Interstate 75. This route currently operates at 30-minute frequencies during peak weekday periods. Total ridership on both weekday routes decreased by 88% between June 2019 and September 2021. Downriver communities are served by several local routes and paratransit.

### **851 Bloomfield Hills Park & Ride**

Route 851 is a weekday downtown commuter route from West Bloomfield Township via the M-10 John C. Lodge Freeway. The 851 serves the same locations as the discontinued Route 849 at approximately 50-minute frequencies on weekdays. Total ridership on both weekday routes decreased by 94% between June 2019 and September 2021.

## ***Conclusion***

SMART's COVID-19 emergency service reductions are largely ongoing, as ridership has not rebounded to pre-pandemic levels. Most routes continue to warrant reduced service levels, but since those reductions will have lasted for more than one year, they are no longer temporary service changes. The changes detailed in this report are considered "major service changes" under SMART's policy. Continued reduced service on Routes 200, 562, and 849 are identified as "major service changes" that represent a disparate impact and disproportionate burden on minority and/or low-income populations.

A mitigation to the disparate impacts and disproportionate burdens of reduced service and eliminated routes would be the utilization of alternate fixed route services as well as paratransit and on-demand services, where available. SMART monitors fixed route ridership on a regular basis and plans to implement service adjustments accordingly where warranted by changing ridership patterns.



**APPENDIX**  
**Methodology and Analysis**



## Title VI Service Equity Analysis

### Data Sources and Definitions

Data from the American Community Survey (ACS) and SMART ridership reporting were used to perform the Title VI analysis.

2020 ACS five-year estimates provided block-group-level population data for the existing network demographic analysis. For purposes of this analysis, the following origin by race categories was defined as a minority:

- Black or African American alone
- American Indian or Alaska Native alone
- Asian alone
- Native Hawaiian or Other Pacific Islander alone
- Hispanic or Latino alone
- “Other” race alone
- Two or more races

Individuals who reported in the ACS that their income over the previous 12 months fell below 150% of the federal poverty line were defined as low-income for the geographic analysis.

### Geographic Concentrations of Minority and Low-Income Populations

*Methodology:* To evaluate which demographic groups would be impacted by the proposed service changes, geographic concentrations of minority and low-income populations were identified using Geographic Information Systems (GIS) analysis. All Census block groups were joined with 2020 ACS demographic data. All people living within a quarter mile of the SMART network were included in the analysis. The percentage of minority and low-income riders for each route were compared to the percentages for the total system, per SMART policy. A route with a major service change that serves a population that is 10 percentage points or more above the system average minority population or low-income population would indicate a disparate impact or disproportionate burden, respectively.



### Magnitude of Service Changes

SMART defines a “major service change” as when 25 percent or more of a route’s revenue miles or route miles (route length) are added or reduced. The following tables display revenue, trips, and ridership data for each of the affected routes.

*Table 4: Eliminated Routes*

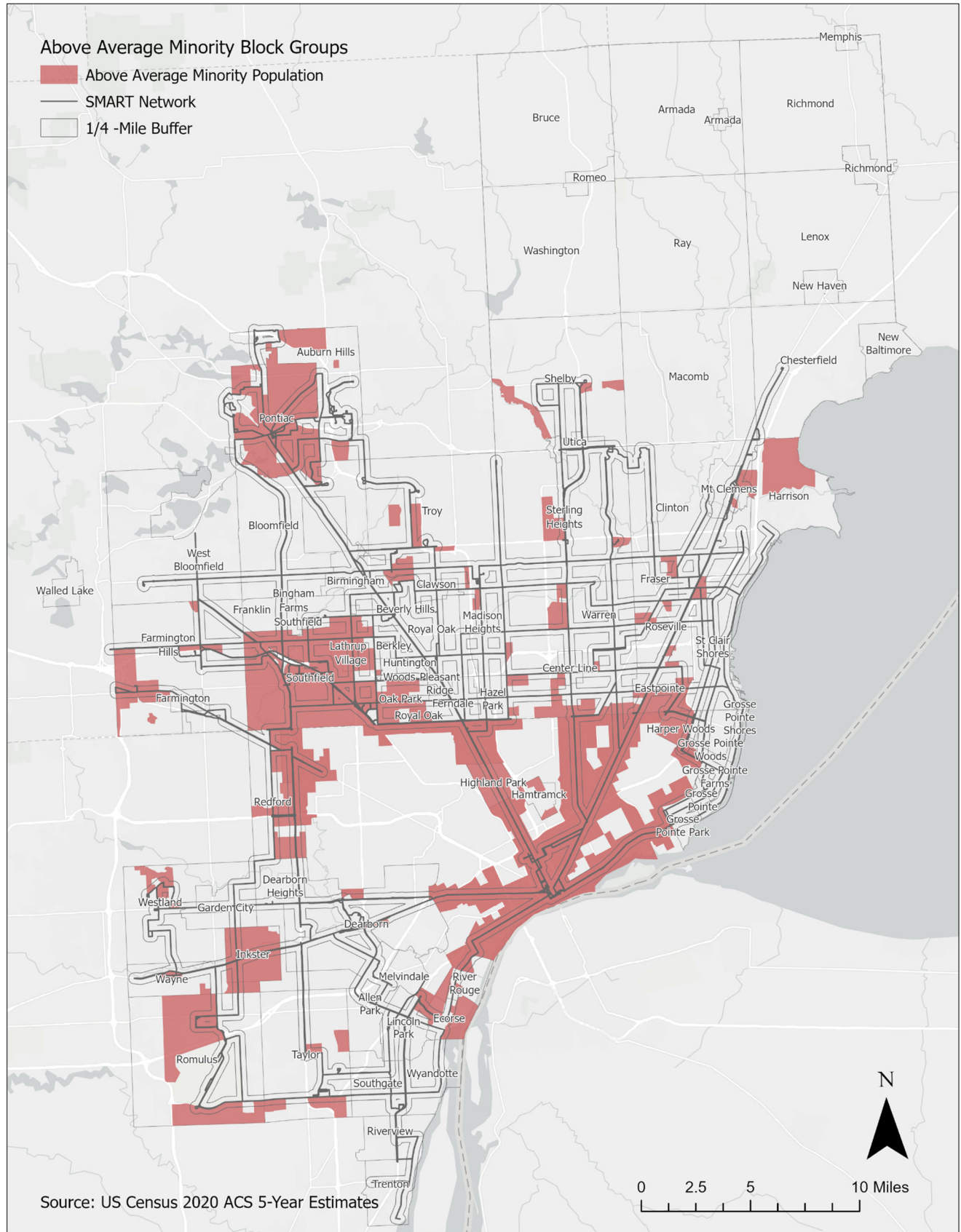
Route	Route Description	Revenue Dist. (June 2019)	Revenue Trips (June 2019)	Avg Weekday riders (June 2019)	Avg Weekday riders (April 2020)
445	Woodward Telegraph Limited	155.19	7	142	3
465	Auburn Hills Limited	212.17	8	132	0
566	Price School	113.67	6	7	0
580	Harper	189.48	9	185	1
849	Northland Loop Park & Ride	121.97	7	413	2



Table 5: Routes with >25% Service Reduction

Route		Pre-pandemic (June 2019)			Post-pandemic (September 2021)		
		Revenue Dist.	Revenue Trips	Avg Weekday riders (June 2019)	Revenue Dist.	Revenue Trips	Avg Weekday riders (Sept. 2021)
200	Michigan Local	1425.19	85	1,687	650.94	31	334
255	Ford Rd. Express	240.02	13	261	163.38	9	17
420	Southfield-Greenfield	1167.26	85	1,220	668.67	29	271
450	Woodward	2354.23	133	2,215	1236.24	57	425
461	FAST Woodward	3521.72	140	3,426	925.93	48	1,875
494	Dequindre	553.41	47	880	10.11	11	346
530	Schoenherr	191.49	8	225	95.74	4	14
550	Garfield	565.75	45	490	175.85	14	67
560	Gratiot	2865.21	135	8,194	779.29	15	1,590
561	FAST Gratiot	3471.39	142	3,196	1513.33	69	918
562	FAST Gratiot WSU	129.12	6	53	31.98	2	31
610	Kercheval-Harper	1127.77	53	1,596	498.32	17	262
615	Jefferson	454.95	41	342	110.97	10	64
620	Charlevoix	145.3	7	141	62.14	3	13
635	East Jefferson	236.73	10	209	142.04	6	22
805	Grand River Park & Ride	524.51	19	619	358.67	13	21
830	Downriver Park & Ride	362.01	16	216	226.11	10	26
851	W Bloomfield Park & Ride	556.35	18	413	183.87	12	23

Map 3 - Service Area and Above Average Minority Population (>56.05% Service Area Average)









SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION

RESOLUTION

Approval of Second Contract Amendment and Increased Project Authorization  
to Increase Towing Rates for Boulevard & Trumbull for both Option Years

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- Whereas, The SMART Board of Directors approved contracting with Boulevard & Trumbull For towing services needed periodically for fixed route and connector buses and other SMART vehicles; and
- Whereas, Boulevard & Trumbull has provided a request and rationale for extraordinary circumstances leading to significant increase in costs to provide towing services, especially including fuel costs and seeks a fee increase to help offset those costs; and
- Whereas, SMART staff has analyzed the request and factors, negotiated a contract amendment that includes an increase to the three rates of 21-22%, for a new towing rate of \$250/fixed route tow, \$154/connector bus tow, and \$122 per other vehicle tow for Option Year 1 and 2; and
- Whereas, The adopted price increase requires an increase in the project authorization of up to \$182,250 for Option Year 1 which will begin April 1, 2023 and end March 31, 2024, and \$182,250 for Option Year 2 which will be exercise at the sole discretion of SMART; and
- Whereas, Additional funding to cover the increase will need to be included in the FY 2023 budget; now, therefore be it
- Resolved, That the General Manager of the Suburban Mobility Authority for Regional Transportation is hereby authorized to approve the second contract amendment for increased towing rates with Boulevard & Trumbull, Inc., with an increased project authorization not to exceed \$364,500 for both Option Years if exercised by SMART.

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 March 23, 2023.

\_\_\_\_\_  
Date

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

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



**SECOND AMENDMENT TO THE  
TOWING SERVICES: FIXED, CONNECTOR & SUPPORT VEHICLES AGREEMENT  
BETWEEN  
SUBURBAN MOBILITY AUTHORITY FOR REGIONAL TRANSPORTATION (SMART)  
AND  
BOULEVARD & TRUMBULL TOWING, INC.**

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This Second Amendment (“Amendment”) is made and entered into by and between Suburban Mobility Authority for Regional Transportation (“SMART”), an entity organized under the provisions of Act 204 of the Public Acts of 1967, as amended, and Boulevard & Trumbull Towing, Inc. (“Contractor” and, together with SMART, the “Parties”). The Parties entered into an agreement for Towing Services: Fixed, Connector & Support Vehicles dated April 1, 2020 (“Agreement”). Upon execution of this Amendment, the Parties agree to modify the Agreement as follows:

Effective at the commencement of the first 1-year Option period (April 1, 2023), the rates as set forth in Sections 3.01A, 3.01B and 3.01C of Section 3.01 of the Agreement shall be amended to the following:

**3.01A Fixed Route Buses, Flat charge Per Service**

When a fixed route vehicle requires a tow, the Contractor is to use a conventional tow. When a disabled vehicle is damaged in such a way that will not allow a conventional tow, a flatbed tow is to be utilized.

Tow, flat charge, using a conventional tow vehicle.	\$250.00
Tow, flat charge, a flatbed tow vehicle	\$250.00

**3.01B Connector Buses, Flat charge Per Service**

When a connector vehicle requires a tow, the Contractor is to use a conventional tow. When a disabled vehicle is damaged in such a way that will not allow a conventional tow, a flatbed tow is to be utilized.

Tow, flat charge, using a conventional tow vehicle.	\$154.00
Tow, flat charge, a flatbed tow vehicle	\$154.00

**3.01C Cars, Sport Utility Vehicles, and All Other Vehicles, Flat charge Per Service**

When a fleet vehicle requires a tow, the Contractor is to use a conventional tow. When a disabled vehicle is damaged in such a way that will not allow a conventional tow, a flatbed tow is to be utilized.

Tow, flat charge, using a conventional tow vehicle.	\$122.00
Tow, flat charge, a flatbed tow vehicle	\$122.00

The amended rates as set forth above shall remain in effect through the end of the term of the Agreement. The amended rates will continue to be in effect should SMART exercise its second 1-year Option as set forth in the Agreement.

All terms and conditions of the Agreement shall govern this Amendment and are incorporated by reference. Except as expressly provided herein, all terms and conditions of the Agreement remain unchanged. Capitalized terms used but not defined herein have the meanings set forth in the Agreement.

Waiver of any breach of this Amendment shall not be construed as a continuing waiver of other breaches of the same or other provisions of this Amendment or the Agreement. This Amendment shall be governed by the laws of the State of Michigan.

The Parties acknowledge and agree that this Amendment 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 Amendment 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.

The Parties acknowledge that they have read and understand this Amendment and that the signatories below have affixed their signatures and affirmed that they are authorized to execute this Amendment, for the purpose of binding their respective Principals.

IN WITNESS WHEREOF the Parties have executed this Amendment by their properly authorized signatories:

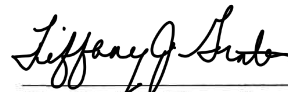
BOULEVARD & TRUMBULL TOWING, INC.

SUBURBAN MOBILITY  
AUTHORITY FOR REGIONAL  
TRANSPORTATION (SMART)



By: *Jessica Lucas*  
Its: *President*

Date: 3/10/2023



By: Dwight Ferrell  
Its: General Manager  
Tiffany J. Gunter, Deputy General Manager

Date: \_\_\_\_\_

3/16/2023