

# Public Notifications

November 2020



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# DDOT By the Numbers



## November 2020

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### 75%

Weekday on-time performance

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### 97%

AM pull out time percentage  
for buses in the city

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### 88%

PM pull out time percentage  
for buses in the city

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### 749,277

Total riders in November

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### 1.12%

Percent of runs with incidents (monthly)



# Local Advisory Council



## Council's Objectives

The purpose of the Local Advisory Council (LAC) is to serve as the foundation for assessing, planning and strengthening public transportation services in the community and to provide recommendations and input to local public transportation providers and other governing entities.

There are a few things every LAC must have:

- Every transit system in Michigan must have an LAC.
- At least half of the LAC must be people representing seniors and people with disabilities.
- It must meet at least once a year.
- It must review and comment on the transit system's accessibility plan.



# LAC Membership List

<b>District One</b>	Andre Bryant
<b>District Two</b>	Celia Collins
<b>District Three</b>	James Jones
<b>District Four</b>	Tammy Black
<b>District Five</b>	Sabrina Simmons
<b>District Six</b>	Yvonne Roundtree
<b>District Seven</b>	Fayne Chennault
<b>DAAA</b>	Rick Spivey* and Anita Owen

## Board Membership

LAC Board Members are appointed by the DDOT Director. If you are interested in serving as a LAC Board Member, call **(313) 833-3655** or email **DDOT-ADA@detroitmi.gov**.

## Next Meeting

Tuesday, February 16, 2021  
10 a.m.

Zoom Call in Number: 1 (312) 626-6799  
Meeting ID: 921 3524 3347  
Password: 111720

For more information, call **(313) 833-3655** or email **DDOT-ADA@detroitmi.gov**.

\* Appointment is pending, has not been officially appointed to the LAC.



# Accessibility



## ADA

DDOT makes reasonable accommodations in order for individuals with disabilities to fully use transit services. All requests should be made in advance by submitting a completed Reasonable Accommodation Request form.

For more information on Reasonable Accommodations, visit **[detroitmi.gov](https://detroitmi.gov)**.

## Title VI

Title VI of the Civil Rights Act of 1964 states that “No Person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

For more information on Title VI, visit **[detroitmi.gov](https://detroitmi.gov)**.



## ARTICLE I: NAME AND OFFICES

**Section 1.1: Name.** The official name of the LAC is the “Detroit Department of Transportation Local Advisory Council.”

**Section 1.2: Offices.** The principle offices of the LAC are located at the DDOT departmental headquarters, 1301 East Warren Avenue, Detroit, Michigan 48207.

**Section 1.3: Definitions.** For the purpose of these Bylaws, the following terms have the meaning provided herein:

- A. “Older Adults” means persons who are sixty-five (65) years of age or older.
- B. “Persons with Disabilities” means persons who have disabilities, as set forth in Michigan Administrative Code R. 247.4101(m).
- C. “Mayor” means the Mayor of the City of Detroit.
- D. “City Council” means the City Council of the City of Detroit.

E. “Detroit Area Agency on Aging” means the designated area agency on aging for the City of Detroit.

## ARTICLE II: AUTHORITY

**Section 2.1: Purpose.** The purpose of the DDOT LAC is:

- A. To review and comment upon DDOT Section 10E plans to provide demand actuated services for Older Adults and Persons with Disabilities prior to DDOT’s submission of such plans for approval by the Michigan Department of Transportation (“MDOT”).
- B. To review and comment upon DDOT’s Americans with Disabilities Act accessibility plan and related documents.
- C. To review and advise DDOT on proposed changes to policies that pertain to or otherwise affect Older Adults and Persons with Disabilities prior to their adoption by DDOT.

D. To advise DDOT on the impact of proposed changes to service levels and fares on Older Adults and Persons with Disabilities.

E. To advise DDOT on transit related issues that may pertain to or otherwise affect Older Adults and Persons with Disabilities.

**Section 2.2: Authority.** The LAC is authorized to perform activities necessary to serve its purpose, as stated herein.

## ARTICLE III: MEMBERSHIP AND APPOINTMENT

**Section 3.1: Composition.** The LAC shall be composed of nine (9) Members, with at least one (1) Member being a resident of each of the seven (7) City Council Districts and two (2) at large Members, who shall represent the Detroit Area Agency on Aging. No fewer than half of the LAC membership must be composed of Older Adults and Persons with Disabilities. The remainder of the LAC membership must represent social services organizations or

governmental agencies that serve Older Adults and Persons with Disabilities.

**Section 3.2: Appointment.** Members are appointed by the DDOT Director, with the concurrence of the Mayor. The LAC may recommend prospective Members for consideration by the DDOT Director for possible appointment.

**Section 3.3: Terms.** Appointments are for a term of four (4) years. No Member may be appointed for more than two (2) consecutive complete terms. Members’ terms shall be staggered, such that approximately half of the membership is appointed every two (2) years.

**Section 3.4: Removal.** A Member may be removed from the LAC by either the DDOT Director or the Executive Committee for cause. A Member’s unexcused absence from any two (2) consecutive LAC meetings can constitute cause for removal.



**Section 3.5: Vacancies.** Any vacancy on the LAC is filled by appointment of new Member in accordance with the procedures set forth in Section 3.2 herein, who will serve for the remainder of the unexpired term of the vacant position. For the purposes of term limits, appointment to fill a vacancy for an unexpired term of two (2) years or less do not constitute a complete term.

**Section 3.6.** Compensation. As reasonable compensation for their costs associated with serving on the LAC, including costs for transportation to attend LAC meetings, Members may receive one (1) DDOT monthly ridership pass corresponding with each month of their LAC service.

## ARTICLE IV: OFFICERS AND COMMITTEES

**Section 4.1: Officers.** The Officers of the LAC consist of a Chairperson, a Vice-Chairperson, and a Secretary, each of whom must be a Member of the LAC. No single Member may serve in more than any one Officer position at any given time.

**Section 4.2. Term of Office.** The term of office for each of the Chairperson, Vice-Chairperson, and Secretary is two (2) years. A Member may serve in any given Office for no more than two (2) consecutive terms.

**Section 4.3: Election.** The Chairperson, Vice-Chairperson, and Secretary will each be elected by the Members during the first LAC meeting following each biennial appointment of new Members. Each Member shall be entitled to one (1) vote for each of the Chairperson, Vice-Chairperson, and Secretary, and all voting must be conducted by secret ballot. During the election, the Members will first elect the Chairperson, who shall be the Member receiving the highest number of votes cast. Upon election of the Chairperson, the Members shall elect the Vice-Chairperson, who shall be the Member, other than the Chairperson, receiving the highest number of votes cast. Upon election of the Vice-Chairperson, the Members shall elect the Secretary, who shall be the Member, other than the Chairperson or Vice-Chairperson, receiving the highest number of votes

cast. If multiple Members each receive the highest number of votes for any given Officer position, a run-off election amongst only those Members having received the highest number of votes will be held.

**Section 4.4: Duties.** The duties of the Officers are:

The Chairperson is responsible for:

- Setting the schedule for LAC meetings;
- Establishing the agenda for each LAC meeting, upon consultation with the Vice-Chairperson;
- Chairing each LAC meeting;
- Appointing Members to LAC committees;
- Serving as liaison between the LAC and DDOT; and
- Representing the LAC at events and activities.

The Vice-Chairperson is responsible for:

- Consulting with the Chairperson on LAC meeting agendas; and
- Discharging the duties of the Chairperson in the event of the Chairperson's absence or inability to discharge its duties.

The Secretary is responsible for:

- Taking minutes of LAC meetings;
- Maintaining the official attendance record of Members at LAC meetings; and
- Maintaining documents, correspondence, and other records of the LAC.

### **Section 4.5: Executive Committee.**

The Executive Committee is composed of the Chairperson, the Vice-Chairperson, and one (1) at-large Member. The at-large Member is appointed to the Executive Committee by the Chairperson. The purpose of the Executive Committee is to oversee the management of the LAC and to make recommendations to the LAC membership regarding issues within its authority.



**Section 4.6: Ad Hoc Committees.** The Chairperson may at its discretion establish an ad hoc committee to study a specific issue pertinent to the purpose of the LAC and provide recommendations regarding that issue to the LAC membership. In establishing an ad hoc committee, the Chairperson shall identify (A) the purpose and goals of the committee, (B) the Members who are appointed to the committee, and (C) the period during which the committee is authorized to perform its goals and provide its recommendations.

**Section 4.7: Staff.** Upon request by the Chairperson and approval by the DDOT Director, the LAC may utilize staff assistance of DDOT personnel to the extent that may be necessary to execute activities within its authority.

## ARTICLE V: MEETINGS

**Section 5.1: Meetings.** The LAC must hold no fewer than four (4) meetings per year on a quarterly basis. Up to three (3) of these meetings may be held at the LAC's principal offices. At least one (1) meeting each year must be held at a location in the City to be determined by

the Chairperson and to be rotated among the City Council districts.

**Section 5.2: Quorum.** A quorum of Members is required for the conduct of business at meetings. A quorum must consist of no fewer than five (5) Members then serving.

**Section 5.3: Voting.** Unless otherwise stated herein, actions taken by the LAC are subject to approval by vote of the Members. Proposed actions may be approved only with the support of a majority of the Members present, but in no case fewer than four (4) Members.

**Section 5.4: Recommendations to DDOT.** In order to submit a formal recommendation to DDOT, the LAC shall adhere to the following procedure:

- A. The LAC shall approve submission of a proposed recommendation to the DDOT Director and Deputy Director
- B. As part of its submission, the LAC shall request DDOT to comment upon such proposed recommendation prior to the LAC's next meeting.

C. The LAC shall consider DDOT's comments in any action to approve its proposed recommendation or a modification of its proposed recommendation.

D. Upon approval of a formal recommendation, the LAC shall submit such recommendation to the DDOT Director and Deputy Director.

**Section 5.5: Minutes.** The LAC must keep minutes of its actions and other proceedings at its meetings, and upon approval by the LAC at the subsequent meeting, shall cause such minutes to be distributed to the Mayor and the City Council.

## ARTICLE VI: AMENDMENTS

**Section 6.1: Amendments.** These bylaws, and any Amendments hereto, may be approved only by the affirmative vote of a majority of all LAC Members then serving. Every amendment must identify the specific existing or new sections of these Bylaws that are subject to revision or inclusion by the amendment. Upon approval of an

amendment, the LAC shall cause such amendment to be distributed to the DDOT Director and Deputy Director.

**Section 6.2: Severability.** These bylaws and all amendments hereto are subject to Michigan Public Act 51 of 1951, the ordinances of the City of Detroit, among other state and local laws, regulations, and orders. If any article, section, or other provision of these bylaws, as amended, if found by an appropriate authority to be in violation of such applicable law or otherwise invalid, such provision shall be severed from these bylaws, the remainder of which shall continue in effect and shall be construed so as to enable the LAC to achieve its purpose as stated herein.

Originally Adopted: September 2015  
Revised: September 2015



# LAC Meeting Minutes

**Date:**  
Tuesday, November 17, 2020

**Notes:** This was a virtual meeting. Seven LAC members and twenty-eight (28) other people were in attendance. Rick Spivey has not been officially appointed to the LAC. (Pending)

## CALL TO ORDER

Yvonne Roundtree, LAC Chairperson, called the meeting to order at 10:01 a.m.

## ROLL CALL

### COUNCIL MEMBERS PRESENT

- District 1: Andre Bryant
- District 3: James Jones
- District 4: Tammy Black
- District 5: Sabrina Simmons
- District 6: Yvonne Roundtree
- DAAA: Rick Spivey (pending)
- DAAA: Anita Owen

### COUNCIL MEMBERS ABSENT

- District 2: Celia Collins – Excused
- District 7: Fayne Chennault

### DDOT STAFF PRESENT

- Don Lozen, Regulatory Compliance Officer-ADA

- Chief Ricky Brown, Transit Police
- Larry Smith, Assistant Director of Operations
- Josh Reid, Administration Manager
- Geena Schofield, Scheduling and Service Development
- Riki Yamakura, Data & Reporting Manager
- Jennifer Frye, Marketing Manager
- Brian Fisher, Regulatory Compliance Officer
- Pamela King, Regulatory Compliance Officer

### OTHER GENERAL BODY PRESENT

- Simone Lowe, Transdev Representative

## OPENING REMARKS/ CHAIRPERSON'S REPORT

Ms. Roundtree welcomed everyone to the meeting. She stated that the technical issues from the last meeting have been addressed, and by viewing those in attendance, it appears that everyone had connected without issues. Ms. Roundtree wants to discuss paratransit eligibility.

## TITLE VI SURVEY

Brian Fisher explained the survey and its importance. He stated the link to participate is located in the chat box and will be available on the DDOT webpage.

## APPROVAL OF MINUTES

Motion for approval of the May 12, 2020 and August 18, 2020 meeting minutes was initiated by James Jones. Second by Andre Bryant. The ayes carried as there were no nays. Both sets of minutes were passed.

## PRESENTATION

Bill Schwartz, Regional Coordinated Human Service Plan, Final Report: The study group looked at 5,100 funding for SE Michigan. They recommended: a regional coordinating council; alignment of ADA compliance across the region; fare capping; and simplifying coordination of service between MetroLift and SMART's ADA service. Several LAC members requested a copy of the final report.

## DDOT ADMINISTRATIVE REPORTS

### CHIEF OF TRANSIT POLICE

Chief Brown stated there are fewer incidents on the buses. DPD and transit are combatting narcotics activities in and around the State Fair and Rosa Parks Transit Centers.

### EXECUTIVE MANAGER OF ADMINISTRATION

Josh Reid recognizes issues with eligibility; he will lead a discussion of the topic later in the meeting. Agreed there is much to discuss.

### ASSISTANT DIRECTOR, VEHICLE MAINTENANCE

No report.



# LAC Meeting Minutes

**Date:**  
Tuesday, November 17, 2020

## DDOT ADMINISTRATIVE REPORTS (CONT.)

### ASSISTANT DIRECTOR, OPERATIONS

Larry Smith stated drivers have received training on conflict resolution and customer service by an outside vendor last weekend, and there are more sessions this weekend. Next month the drivers will receive an ADA refresher course as a response to the many ADA complaints and issues related to front door boarding issues since the pandemic began. Certain routes will be enhanced in order to improve service.

### MANAGER OF DATA & REPORTING

Riki Yamakura stated there are several tech upgrades in the works. The new annunciators are working well. The new app is providing vehicle locations which many riders have expressed their pleasure with how well it works. Data is helping to improve the performance of the system.

### MARKETING MANAGER

Jennifer Frye reminded everyone of the

Monthly Input Meeting on Thursday at 5 p.m. She stated there are many more important improvements to DDOT services that she will announce in the coming months.

### GENERAL MANAGER, TRANSDEV/DETROIT METROLIFT

Simon Lowe stated that ridership is at 55%. There are now six providers. One provider, Odyssey, has stopped providing services. There is seven days a week scheduling. There are a select group of individuals who are using the Paratransit app. Users are giving positive reviews.

### SERVICE DEVELOPMENT AND MANAGER

Geena Schofield reported on January 18, 2021 DDOT will add minor service to the Jefferson, Van Dyke, and the Plymouth routes. Express service will run only when there are enough drivers to serve these routes.

### ADA COORDINATOR

Don Lozen reported that MDOT is asking input to "identify and understand needs of citizens with disabilities." He

discussed the several ADA complaints that he has received regarding the front door boarding, and coordinated work with the Operations Department to rectify the problem (see Larry Smith's comments). Secret Riders are contacted weekly. They report a real problem with overcrowding on buses.

## OLD BUSINESS

There was no old business to discuss.

## NEW BUSINESS

### PARATRANSIT ELIGIBILITY

Ms. Roundtree started the discussion by relating her story about how she had to request an application twice, obtain an additional 30 day extension of her privileges, and the intricacies of communicating with eligibility to resolve her application. Josh Reid stated that mail is now picked up three times a week. They are looking at an online process so they can get to a one stop process. Sabrina Simmons stated that many don't have computers to use an online process. Josh Reid stated that 65% of riders have computer capability. Sabrina stated that the system should be

WCAG 2.0 compliant. Pam King, Regulatory Compliance Officer-ADA, stated that DDOT had a mail problem and that extensions wouldn't be given as it is important to be Federal Transit Administration compliant.

## PUBLIC COMMENTS

- **DARRYL RICE.** He is concerned that eligibility applications will be hard to get completed since many doctors' office have strict rules about presenting documents, waiting, etc. that makes it difficult to get a verification form filled out. He wanted to know the hours on Sunday to schedule rides. Simone Lowe stated Sunday hours are 8 am to 4 pm. Applications expire on the riders' birthday. Applications can be requested up to 90 days before the rider's birthday, but documentation must be received by Detroit MetroLift within 30 days of completion date.



# LAC Meeting Minutes

**Date:**  
Tuesday, November 17, 2020

## PUBLIC COMMENTS (CONT.)

- **RENARD MONSCUSKI.** Made statements about the Yellow Mitt program being available to riders with other disabilities than that which would need wheelchairs. He also cited the problems with front door boarding and concerns about paratransit applications. Larry Smith recited his earlier report regarding ADA boarding. Don Lozen addressed the Yellow Mitt eligibility and efforts to rectify the front door boarding issues.

## OTHER

Brian Fisher, Regulatory Compliance Officer, reminded everyone about the Title VI survey he would like people to fill out. Sabrina Simmons precipitated a discussion about LAC members not being in the know about many issues at DDOT. Don Lozen suggested that he and Pam King write a bi-weekly summary of relevant issues to the LAC. Marguerite Maddox spoke about buses not getting close to the curb so the ramp or step can be appropriately placed.

## ADJOURNMENT

Meeting was adjourned by acclamation at 11:21 a.m.

The next meeting is February 16, 2021.

*Respectfully submitted,  
Donald C. Lozen  
Regulatory Compliance Officer-ADA*



# DDOT Fares\*



## Regional Passes

The Dart Passes allow unlimited rides on DDOT and SMART buses and the QLINE streetcar.

	Full	Reduced*
4-Hour Dart Pass	\$2	\$0.50
24-Hour Dart Pass	\$5	\$2
7-Day Dart Pass	\$22	\$10
31-Day Dart Pass	\$70	\$29

## DDOT Passes

The DDOT Passes allow unlimited rides on DDOT buses.

	Full	Reduced*
7-Day DDOT Pass	\$17	\$8
31-Day DDOT Pass	\$50	\$17

## DDOT Student ID Card

Applies to students in grades 9-12 who do not have a school-issued ID.

\$2

\*Fares are waived until further notice.

