

AGENDA
CITY OF HILLSDALE
LOCAL ADVISORY COMMITTEE
FOR DIAL-A-RIDE
January 30, 2023
1:30 P.M.

- I. Acknowledgment of resignations:
- II. Acknowledgment of new members:
- III. Approval of minutes – January 12, 2022
- IV. Review Accessibility Plan
 - a. Bus Inventory
 - b. Lifts
 - c. Planned Vehicle Changes
 - d. Fare Structure
 - e. Service Area
 - f. Availability
 - g. Hours of Operations
- V. Operating Budget
- VI. Capital Requests
 - a. Bus Replacements (1)
- VII. Old Business
 - a. Benches or bus stops outside grocery stores
 - b. Special run in the evening for residents for special occasion.
- VIII. Other Business
- IX. Adjournment

City of Hillsdale
97 N. Broad St., Hillsdale, MI 49242

Local Advisory Council for Dial-A-Ride
Minutes

Conference Room
City Hall

January 12, 2022

Call to Order

The meeting was called to order by Jake Hammel at 2:02 p.m.

Board members present: Edward Swanson
Steven Hammett
Shirley Lopez
Kara Lorenz-Goings
Barabara Hamdan

Board Members Absent: Dorcas Steglmann

Also present were Jake Hammel- Director of Public Services, Katy Price- City Clerk.

Acceptance of resignations: None.

Approval of Minutes: February 23, 2021 minutes were presented to the committee,

Motion by Swanson to approve minutes as presented, Hamdan seconded. Voice vote, all in favor, motion approved.

Review Accessibility Plan: Hammel reviewed the plan with the committee. Vehicles include access for handicap riders which include but not limited to wheelchair/walker lifts. LAC meets annually. Hammel mentioned that the City has four (4) buses only operated three (3) buses at a time but the City has one (1) backup bus. Swanson inquired about if the buses were gas, Hammel stated that they were. Hammett asked about the terms of service per bus. Hammel mentioned a seven (7) replacement year cycle.

Swanson motioned to approve the accessibility plan as presented, Hamdan seconded. Voice vote, all in favor, motioned passed.

Operating Budget: Jake Hammel reviewed the operating budget. There was a brief discussion about general fund transfers, labor costs and ridership increases.

Motion by Lopez to approve the budget as presented, seconded by Swanson. Voice Vote all in favor, the motion passed unanimously.

Other Business: Lopez inquired about the pickup times from stores/business. Inquired about if businesses would add benches or bus stops outside groceries store etc. for riders to wait to be picked up. Lorenz-Goings stated she would look into an option through Region 2 agency and see what she can develop.

Swanson stated that ridership had increases over the year and was good to see, Hammel commented that he contributes that the Covid-19 shut down from the previous year, so good to see more riders for the year.

Hamdan asked about the possibility of doing a special run in the evening for residents for a special occasion. Hammel mentioned he would look into that option and see if the City could partner up with a few organizations to develop better public relations and to help cover costs, etc.

Motion by Swanson to adjourn the meeting, seconded by Hamdan. Voice vote, all in favor, the motion passed unanimously.

Meeting adjourned at 3:05 p.m.



Edward Swanson
LA Committee Chairperson

AGENDA
CITY OF HILLSDALE
LOCAL ADVISORY COMMITTEE
FOR DIAL-A-RIDE
January 12, 2022
2:00 P.M.

- I. Acknowledgment of resignations: none
- II. Acknowledgment of new members: Steven Hammett
- III. Approval of minutes -- February 23, 2021
- IV. Review Accessibility Plan
 - a. Bus Inventory
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Accessibility Plan
City of Hillsdale Dial-A-Ride (DART)
981 Development Dr.
Hillsdale, MI 49242

1. Purpose

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter "the Act") and the official administrative rules for administration of Michigan's Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the demand-response service provided by City of Hillsdale DART (Dial-A-Ride Transportation to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of City of Hillsdale's DART to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age or older and individuals with disabilities residing in City of Hillsdale's DART entire service area. (See attached map defining the service area.)
- B. That as a minimum, demand response service is provided to persons 60 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in City of Hillsdale's DART.
- C. That the average time required for demand response service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand response service provided to all other persons in City of Hillsdale's DART service area.
- D. That City of Hillsdale's DART has established a Local Advisory Council with not less than 50 percent of its membership representing persons 60 years of age or older and individuals with disabilities in City of Hillsdale's DART service area. At least one member (or 12 percent of membership has been appointed jointly with the area agency on aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation.
(See attached City of Hillsdale's DART Local Advisory Council minutes)

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)

As used in this Accessibility Plan

(a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "senior" means an individual 60 years of age or older.

3. Number of Senior and Individuals with Disabilities in Service Area - Rule 201 (2) (c)

City of Hillsdale's DART estimates that a total of 2786 persons fitting the above definitions reside in the agency's defined service area.

4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)

City of Hillsdale's DART developed this plan using the following process.

a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code

b. The draft plan content was reviewed at a meeting of the City of Hillsdale (DART) Local Advisory Council, held on January, 30, 2023, 1:30pm, wherein the Local Advisory Council was given the opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by City of Hillsdale's DART Local Advisory Council members are contained in a separate section of this plan, below.

c. A final draft plan was submitted to and approved by City of Hillsdale's DART governing body (City Council).

5. Local Advisory Council Composition - Rule 202

City of Hillsdale's DART Local Advisory Council is currently comprised of 6 members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of City of Hillsdale's DART. City of Hillsdale's DART ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency's defined service area. City of Hillsdale's DART, further ensures that at least one member of its Local Advisory

Council (or one of every eight members, whichever is larger) is approved jointly with the area agency on aging. City of Hillsdale's DART further ensures that its

disabilities and the senior who are users of public transportation. City of Hillsdale's DART Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

1. LAC Chairperson Name: **Edward Swanson**

This Member is a:

- Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

Retired

AFFILIATION

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

2. **Shirley Lopez**

NAME

This Member is a:

- Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

Retired

AFFILIATION

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

3. **Dorcas Stegelmann**

NAME

This Member is a:

- Person with Disabilities
 Person 65 years and older
 Neither of above groups
 Represents one of the above

Retired

AFFILIATION

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

4. **Kara Lorenz-Goings**

NAME

This Member is a:

- Person with Disabilities
 Person 65 years and older
 Neither of above groups
 Represents one of the above

Region 2 Area Agency on Aging

AFFILIATION

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

5. **Barbara Hamden**

NAME

Hilltop Apartments Board

AFFILIATION

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of above groups

Represents one of the above

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

6. **Steven Hammett**
NAME

This Member is a:

Person with Disabilities

Person 65 years and older

Neither of above groups

Represents one of the above

Disabled

AFFILIATION

(name of organization if any)

This member is:

Jointly appointed by the area agency on aging

A user of public transportation

Neither of the above

6. Present Vehicle Inventory – Rule 201 (2) (a)

City of Hillsdale's DART demand response vehicle inventory presently in service is as follows:

a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4

b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 4

7. Anticipated Vehicle Inventory – Rule 201 (2) (b)

City of Hillsdale's DART anticipated demand response vehicle inventory is as follows:

a. Number of demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 4

b. Number of accessible demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 4

8. Narrative Summary of Vehicles Requested – Rule 201 (2) (l)

As indicated above, the agency currently operates or plans to operate a total of 4 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 4 vehicles. The reason for operating or planning to operate this number of accessible vehicles is that DART staff utilizes all accessible vehicles to accommodate all ridership demand.

9. Fare Structure - Rule 201 (2) (d)

City of Hillsdale's DART fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response is as follows:

Service	General Public	Seniors/Disabled
Demand Response Regulator Rates.	Age - 0-4 - Free Age - 5-12 - \$1.50 Age -13- 59 - \$3.00	\$1.50
Walmart Trip 2x per month	\$4.50 Round Trip Flat Rate (Per single round trip)	\$4.50 Round Trip Flat Rate (Per single round trip)
Out of Town Rates	1.5 x regular rate	1.5 x regular rate

10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

City of Hillsdale DART provides on demand service within the City limits in addition to various doctor offices, businesses, etc. that is just outside of the city limits daily. Two times per month the DART provides on-demand service to Walmart, which is located outside of the City of Hillsdale Limits. On demand service to Walmart has a last call of service at 9:10am (day of).

Refer to the attached map of for the City of Hillsdale's DART Service area.

11. Service Schedule – Rule 201 (2) (g)

City of Hillsdale's service schedules, including hours of day and days per week for and demand response service is as follow:

Monday thru Friday, 7:15am – 4:15pm, excluding 11:15am-12:15pm daily.

Walmart trip is the 4th and 15th of each month, if trip day falls on a weekend, trip is scheduled for following business day.

12. Schedules in Alternative Formats – Rule 201 (2) (h)

City of Hillsdale's DART has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)

City of Hillsdale DART **does not** make demand-response service vehicles available for use during hours or days other than regular service hours and days. City of Hillsdale DART, confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)

City of Hillsdale DART does not require that the senior, people with disabilities, and the general public must make an advance request to obtain demand response service.

15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)

City of Hillsdale's DART provides service to all customers within the following constraints on capacity and restrictions on trip purpose: No constraints or restrictions of any kind.

16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)

City of Hillsdale's DART- Local Advisory Council members made the following comments about this plan:

17. Agency Response to Local Advisory Council Comments on the Plan
– Rule 201 (2) (n)

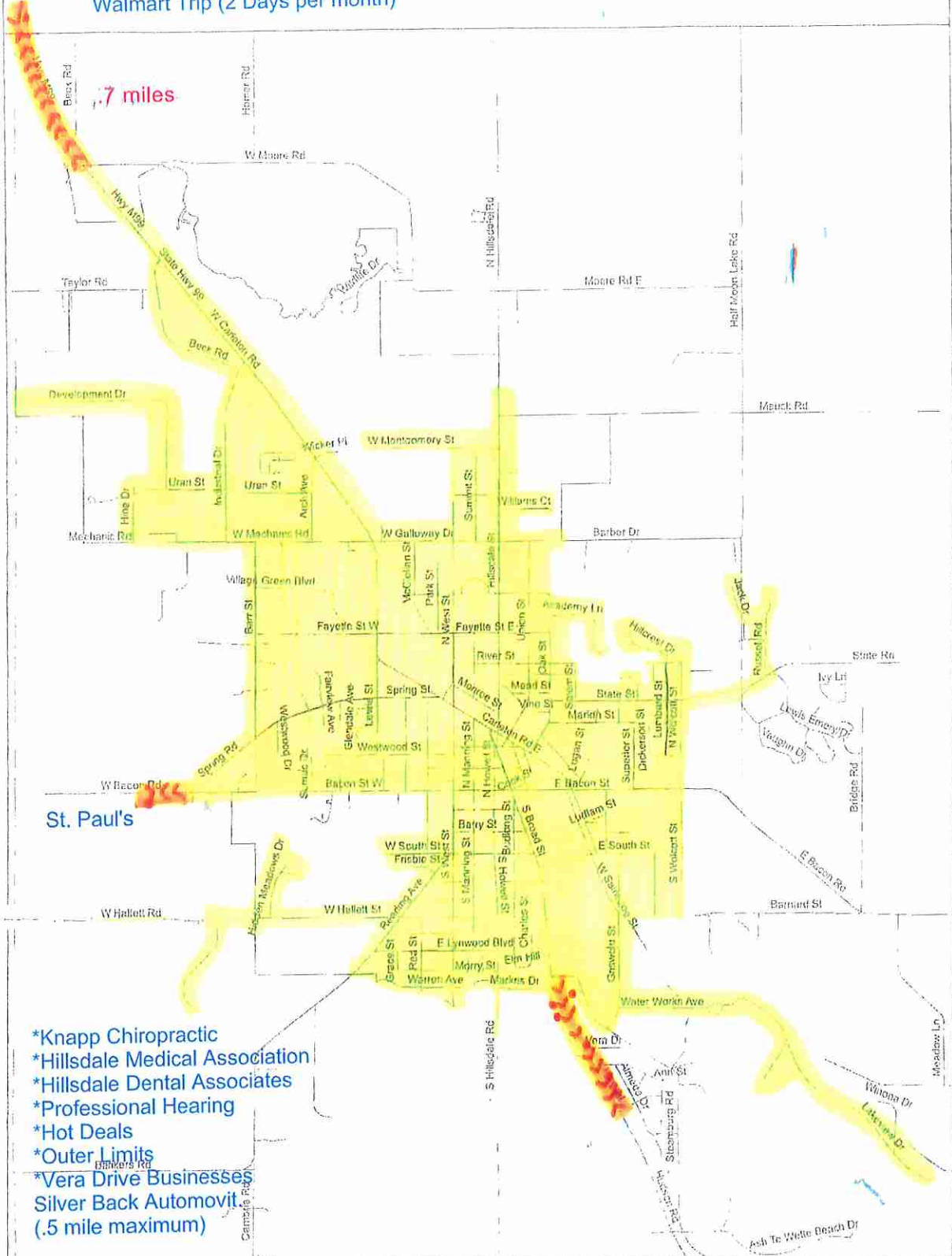
City of Hillsdale DART made the following response to its Local Advisory Council regarding the above comments:

Dial-A-Ride Transportation (DART)

Service area with out-of-town

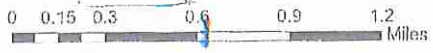
Walmart Trip (2 Days per month)

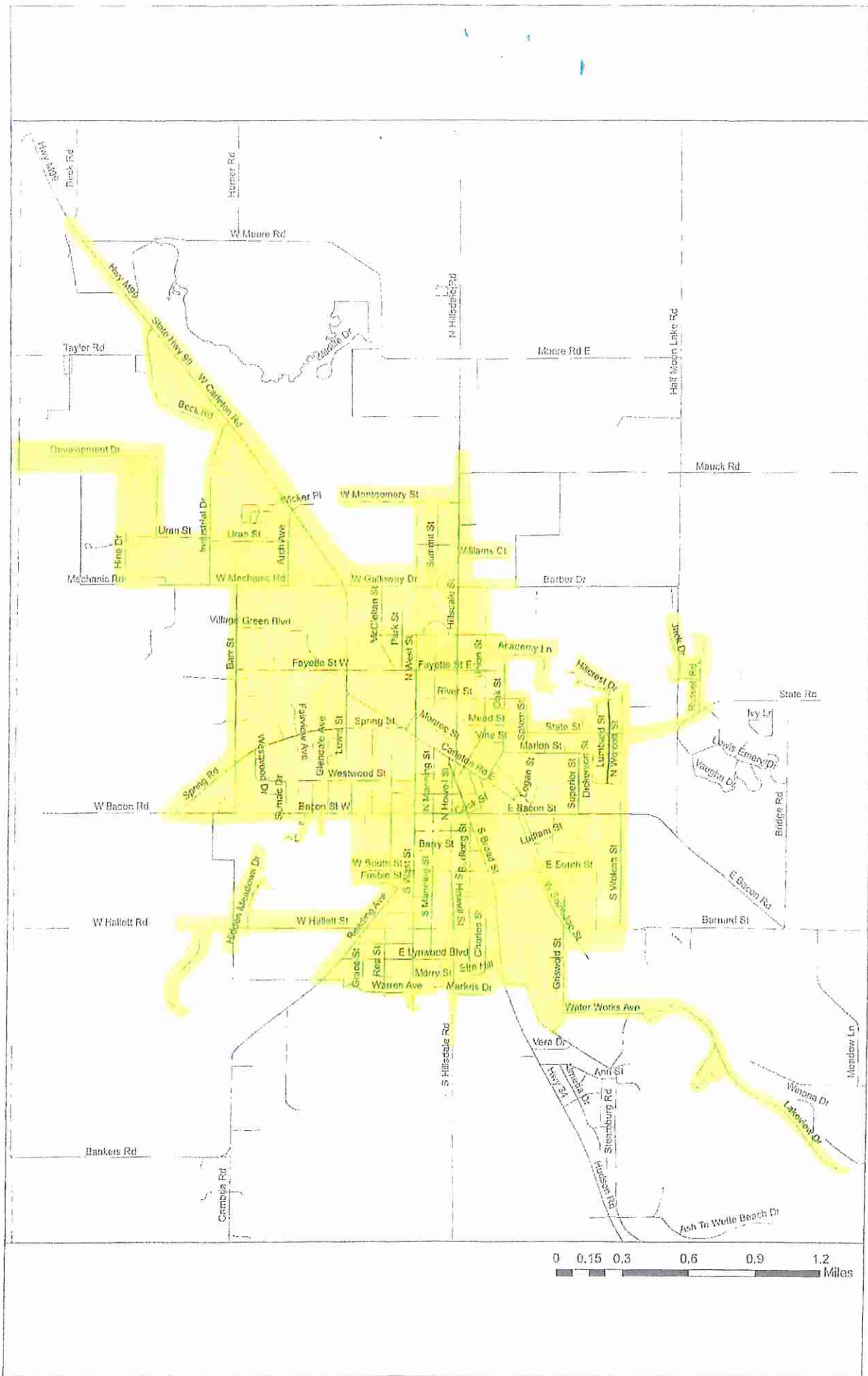
17 miles



St. Paul's

- *Knapp Chiropractic
- *Hillsdale Medical Association
- *Hillsdale Dental Associates
- *Professional Hearing
- *Hot Deals
- *Outer Limits
- *Vera Drive Businesses
- Silver Back Automovit
(.5 mile maximum)





0 0.15 0.3 0.6 0.9 1.2 Miles

Hillsdale Dial-A-Ride
Nonurban City
Regular Service
Annual Budgeted
2024

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$45,000
409 :	Local Revenue	
40910	Local Operating Assistance (-)	\$150,632
411 :	State Formula and Contracts	
41101	State Operating Assistance (-)	\$142,696
413 :	Federal Contracts	
41301	Section 5311 Operating (-)	\$74,267
Total Revenues: \$412,595		

Hillsdale Dial-A-Ride
 Nonurban City
 Regular Service
 Annual Budgeted
 2024

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$127,607
50102	Other Salaries & Wages (-)	\$35,942
50103	Dispatchers' Salaries & Wages (-)	\$45,760
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$110,451
503 :	Services	
50399	Other Services (-)	\$15,000
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$30,000
50402	Tires & Tubes (-)	\$20,000
50499	Other Materials & Supplies (-)	\$2,500
505 :	Utilities	
50500	Utilities (-)	\$6,300
506 :	Insurance	
50699	Other Insurance (-)	\$10,835
512 :	Operating Leases & Rentals	
51200	Operating Leases & Rentals (-)	\$10,000

Total Expenses: \$412,595

Total Ineligible Expenses: \$0

Total Eligible Expenses: \$412,595

Hillsdale Dial-A-Ride
 Nonurban City
 Regular Service
 Annual Budgeted
 2024

Non Financial Schedule Report

Public Service

Code	Description	Quantity DR
610	Vehicle Hours	5,109
611	Vehicle Miles	50,727
615	Unlinked Passenger Trips - Regular	10,387
616	Unlinked Passenger Trips - Elderly	6,288
617	Unlinked Passenger Trips - Persons w/Disabilities	5,568
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	2,433
622	Total Demand-Response Unlinked Passenger Trips	24,626

Total Passengers: 24,626

Vehicle Information

Code	Description	Quantity
655	Total Demand-Response Vehicles	4
656	Demand-Response Vehicle w/ Lifts	4
658	Total Transit Vehicles	4

Total Vehicles: 4

Miscellaneous Information

Code	Description	Quantity DR
660	Diesel/Gasoline Gallons Consumed	10,094
661	Total Transit Agency Employees (Full-Time Equivalents)	4
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	3
665	Number of Volunteer Drivers	1

Hillsdale Dial-A-Ride

Capital Requests

2024

<u>Description</u>	<u>Federal</u>	<u>State</u>	<u>Total</u>
One 29ft replacement gas engine bus	\$150,640	\$37,660	\$188,300
Total 2024 Capital Requests	\$150,640	\$37,660	\$188,300