



**NAPERVILLE TRANSPORTATION ADVISORY BOARD
COUNCIL CHAMBERS – MUNICIPAL CENTER
FINAL AGENDA
09/10/2011 - 8:00 a.m.**

CALL TO ORDER:

A. ROLL CALL

B. APPROVAL OF MINUTES

1. Approval of the minutes of the August 6, 2011 Transportation Advisory Board meeting.

C. PUBLIC FORUM

D. OLD BUSINESS

1. Centennial Beach Seasonal Bus Stop on Jackson Avenue

E. PUBLIC HEARINGS

F. REPORTS AND RECOMMENDATIONS

1. City Council Report
2. BPAC Report
3. Police Department Report

G. CORRESPONDENCE

1. Metra Naperville Station Platform Improvement Project Update
2. Route 59 Commuter Lot Usage Request
3. Ride DuPage to work Grant Recommendation
4. Pay-By-Phone Payment System - Quarterly Update

H. NEW BUSINESS

AGENDA
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I. ADJOURNMENT

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Accessibility Coordinator at least 48 hours in advance of the scheduled meeting. The Accessibility Coordinator can be reached in person at 400 S. Eagle Street, Naperville, IL., via telephone at 630-420-6725 or 630-305-5205 (TDD) or via e-mail at manningm@naperville.il.us. Every effort will be made to allow for meeting participation.



NAPERVILLE TRANSPORTATION ADVISORY BOARD
MINUTES OF AUGUST 6, 2011

Call to Order		8:00 a.m.
A. Roll Call		
Present:	Chairman Frost, Amberg, Benson, Collins, Jaynes, McIntosh, Perillo, Polites, Stamm, Wencel, Student Member Vitello	
Absent:	Chiglo, Student Member Hinch	
Staff Present:	Project Manager Rory Fancler, Project Engineer Sean Marquez, Sergeant Lee Martin	
B. Minutes	Approve the minutes from the June 4, 2011 Transportation Advisory Board meeting. Motion to approve.	
	Motion by: McIntosh Second by: Stamm	Approved (10-0)
C. Public Forum	N/A	
D. Old Business	N/A	
D1. 2012 Annual New Sidewalk Program		
	<p>Project Manager Rory Fancler provided an overview of the East Highlands sidewalk locations recommended for inclusion in the 2012 Annual New Sidewalk Program, including:</p> <ul style="list-style-type: none"> • Willow Road provides a continuous north-south off-street pedestrian route between Hillside Road and Santa Maria Drive. • The city has an opportunity to fill gaps between existing sidewalk on Willow Road in order to provide a continuous pedestrian route. • There is no existing parallel route on Willow Road or Maple Lane. • Maple Lane is a signed bicycle route and provides connectivity to the DuPage River Trail. • The recommendations are consistent with the Comprehensive Sidewalk Policy. • Sidewalk on Melody Lane remains a priority for the city; Melody Lane has been added to the list of Future Year Sidewalk Gap Installations and will be further evaluated for potential inclusion in the 2013 Annual New Sidewalk Program. 	
	<p>Jeffrey Schmitt, 130 Maple Lane</p> <ul style="list-style-type: none"> • Preference for no sidewalk; however, recognizes sidewalk will be installed on Maple Lane. • Concern for Burr Oak parkway tree. • Request new sidewalk be located back of curb in order to: <ul style="list-style-type: none"> ○ Avoid damage to the parkway tree; 	

	<ul style="list-style-type: none"> ○ Avoid disruption to existing landscaping; and ○ Allow vehicles to park in single-car driveway without blocking the sidewalk. <p>Beth Schmitt, 130 Maple Lane</p> <ul style="list-style-type: none"> ● Request for landscaping to be maintained or notification from city prior to sidewalk installation so that landscaping can be relocated. 		
	<p>Transportation Advisory Board Discussion:</p> <ul style="list-style-type: none"> ● Chairman Frost verified that the Burr Oak is located in the parkway. ● Chairman Frost requested information regarding the city’s policy regarding sidewalk location. Project Engineer Marquez indicated that the five-foot sidewalk is typically located three feet from back-of-curb; however, in certain circumstances, the sidewalk may be located in an alternate location to accommodate parkway trees. Marquez indicated that city staff will notify the resident prior to the sidewalk installation and will meet with the resident to review the sidewalk location. ● McIntosh noted that segments of sidewalk along Sunset Drive are located back-of-curb and suggested that the sidewalk on Maple Lane be installed similar to the sidewalk on Sunset Drive. Chairman Frost suggested city staff will review the sidewalk location during the engineering phase. Marquez noted that several factors are considered when identifying the sidewalk location and confirmed that city staff will explore options for the Maple Lane sidewalk. Marquez noted that one consideration is separation between the roadway and the sidewalk is beneficial in winter months as it reduces the potential for snow on the sidewalk from street plowing operations. ● Wencel clarified that the property owner is responsible for maintaining a clear sidewalk during winter months; and therefore, the separation between the street and the sidewalk is a benefit for the homeowner. ● Wencel asked about additional considerations relative to the location of the sidewalk. Marquez indicated that the separation promotes safety as it separates the pedestrian from roadway traffic. ● Amberg clarified that the city’s Comprehensive Sidewalk Policy indicates that sidewalk is to be provided on at least one side of the local streets. Frost provided a brief overview of the Comprehensive Sidewalk Policy, including the priority system used to phase installation of the sidewalk. 		
	<p>Approve the East Highlands sidewalk gap locations for inclusion in the 2012 Annual New Sidewalk Program.</p>		
	<table border="1" style="width: 100%;"> <tr> <td data-bbox="441 1648 1284 1738"> <p>Motion by: Wencel Seconded by: Collins</p> </td> <td data-bbox="1284 1648 1544 1738"> <p>Approved (10-0)</p> </td> </tr> </table>	<p>Motion by: Wencel Seconded by: Collins</p>	<p>Approved (10-0)</p>
<p>Motion by: Wencel Seconded by: Collins</p>	<p>Approved (10-0)</p>		
<p>E. Public Hearings</p>	<p>N/A</p>		
<p>F. Reports and Recommendations</p>			
<p>F1. City Council Report</p>			

	McIntosh provided an overview of the June 7, 2011 City Council meeting. Perillo provided an overview of the June 21, 2011 City Council meeting. Polites noted that the July 5 City Council meeting was cancelled.	
F2. BPAC Report		
	Jaynes provided an overview of the May 16, 2011 BPAC meeting, and highlighted BPAC efforts to promote Bike Month in June.	
F3. Police Department Report		
	Sergeant Martin noted that the Police Department will be conducting additional enforcement through the Labor Day Holiday through IDOT grant funding for impaired driving and occupant restraint. The Police Department has also secured state funding for an additional year of enforcement, which will begin October 1.	
F4. Bicycle and Pedestrian Advisory Committee Appointment		
	Project Manager Rory Fancier provided an overview of the request.	
	Re-appoint Mark Jaynes to and as the chairman of the Bicycle and Pedestrian Advisory Committee through June 30, 2013.	
	Motion by: Frost Seconded by: McIntosh	Approved (10-0)
F5. Recommendation to Establish a Seasonal Bus Stop on Jackson Avenue for Centennial Beach.		
	<p>Project Manager Rory Fancier provided an overview of the request to establish a seasonal bus stop on Jackson Avenue for Centennial Beach, including:2012 Annual New Sidewalk Program, including:</p> <ul style="list-style-type: none"> • The on-street bus stop provides for connectivity between the public sidewalk and the new internal sidewalk; and • The bus stop will be needed on a seasonal basis, between Memorial Day and Labor Day; when not in use eight on-street parking spaces will be provided in this location. 	
	<p>Transportation Advisory Board Discussion:</p> <ul style="list-style-type: none"> • Chairman Frost requested ridership statistics. Fancier indicated that ridership data is not available at this time; however, the Park District does promote bus ridership with Centennial Beach patrons and groups. • Benson clarified that the bus stop is not proposed for Pace buses. Fancier indicated that the bus stop will not be a Pace bus stop, rather it will be used by groups of Centennial Beach patrons. • Benson requested information regarding the proposed location. Fancier indicated that the proposed location provides connectivity between the public sidewalk and the new internal sidewalk. Fancier also noted that the proposed location provides for a separation of travel modes in the parking lot, thereby reducing the conflict between buses, vehicles and pedestrians. 	

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	<ul style="list-style-type: none">• Jaynes clarified that the proposed bus stop will be in place between Memorial Day and Labor Day, and no on-street parking will be permitted in this location during this time.• Jaynes indicated that the buses used to park in the parking lot and requested additional information regarding the proposed change. Fancler indicated the proposed location provides a separation between the buses and the vehicles and pedestrians in the parking. Fancler also clarified that the proposed bus stop will provide for eight on-street parking spaces.• Jaynes suggested that the on-street parking spaces on Jackson Avenue are used by Centennial Beach patrons.• McIntosh suggested that the bus stop be signed with time restrictions so that on-street parking spaces can be provided when the bus stop is not in use. McIntosh recommended the agenda item be tabled until further information can be provided to TAB.• Wencel suggested this is a bus loading/unloading zone and noted that the on-street parking spaces may be a higher priority than separating the buses from vehicles and pedestrians.• Jaynes indicated that the previous parking location near the volleyball courts also provides for a separation between the buses, vehicles and pedestrians. And noted that removing on-street parking is not preferred.• Collins requested that the Park District attend the future TAB meeting to address questions.• Amberg requested information regarding bus riders.• Benson requested clarification as to whether the proposed bus stop will be a loading/unloading area or a parking location for buses.	
	<p>Table the recommendation to establish a seasonal bus stop on Jackson Avenue for Centennial Beach until the September 10 TAB meeting, and request the following information:</p> <ul style="list-style-type: none">• Bus ridership information, including number of buses, loading/unloading time of day, bus users/passengers; and• Bus operation information, including clarification as to whether the buses will conduct loading/unloading activity in the proposed bus stop location or whether the bus stop will be used as a parking location for buses waiting to pick up passengers.	
	Motion by: McIntosh Seconded by: Stamm	Approved (10-0)
G. Correspondence		
G1. Schedule Changes on Pace Route 678		
	No discussion.	
G2. Potential Metra Service Cuts and Fare Increase		

	No discussion.	
H. New Business		
H1. Forthcoming City Council Meeting Summaries		
	<ul style="list-style-type: none"> • August 16 – Deborah Stamm • September 6 – Dennis Wencel • September 20 – Jack Amberg 	
H2. Other New Business		
	<ul style="list-style-type: none"> • Benson requested an update on the city’s application for a Safe Routes to School grant. Marquez indicated that typically the city receives an update in September. • Chairman Frost requested an update on the Naperville Metra Platform Improvement Project. Fancler noted that Metra’s contractor initiated Phase 2B, which involves the removal and reconstruction of the easternmost platform on the north side of the train tracks. Fancler indicated that signage has been posted on the north side of the train tracks to notify passengers accordingly, and information has been posted to the city’s website and distributed via the city’s Commuter Connection e-newsletter. Fancler noted that Phase 3 of the project is anticipated to begin mid- to late-August and further details will be provided as it becomes available. Fancler also provided an update on the city’s Temporary Transit Package. 	
I. Adjournment	Motion by: Stamm Seconded by: Jaynes	9:40 a.m.



Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 9/10/2011

SUBJECT: Centennial Beach Seasonal Bus Stop on Jackson Avenue

ACTION REQUESTED: Approve the recommendation to establish a seasonal (Memorial Day to Labor Day) bus stop and revise the No Parking Zone on the south side of Jackson Avenue, east of West Street, fronting Centennial Beach.

PREPARED BY: Rory Fancler, Project Manager, TED Business Group

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action
8/6/2011	F5	Initial consideration of the request. The Transportation Advisory Board requested additional information and continued this item to the September 10, 2011 meeting.

BACKGROUND:

On August 6, 2011, the Transportation Advisory Board (TAB) considered a request to establish a seasonal bus stop and revise the No Parking Zone on the south side of Jackson Avenue, immediately east of West Street. No members of the public provided testimony during this meeting. The Transportation Advisory Board requested additional information and continued this item to the September 10, 2011 meeting (see Agenda Item B, Minutes of August 6, 2011 meeting).

DISCUSSION:

The Naperville Park District requested an on-street bus stop as part of the recently completed Centennial Beach renovations. The bus stop was installed on the south side of Jackson Avenue, immediately east of the Centennial Beach parking lot exit at West Street per the approved Engineering Plans. The current request seeks to codify the existing bus stop and modify the No Parking Zone.

The bus stop on Jackson Avenue will be used for bus loading/unloading activity. In order to provide for bus loading/unloading activity throughout the day, buses will not park at the bus stop while passengers visit Centennial Beach. The bus stop will be used for buses transporting day camps and other groups to/from Centennial Beach. The Park District promotes bus ridership to/from Centennial Beach in order to reduce vehicle parking demand and provide safe transportation for groups of visitors. According to the Naperville Park District Recreation

*Centennial Beach Seasonal Bus Stop on Jackson Avenue
September 10, 2011
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Department, a total of 170 buses with approximately 6,440 riders utilized Centennial Beach this year.

The Jackson Avenue bus stop was requested by the Naperville Park District in order to provide for a safe passenger loading/unloading area. This location provides direct access to Centennial Beach via the internal sidewalk network, thereby eliminating potential conflicts between pedestrians and passenger vehicles.

The bus stop is planned for seasonal use only, when Centennial Beach is open from Memorial Day through Labor Day. Time restrictions are not planned for the bus stop as the buses load/unload passengers throughout the day. There is no set bus arrival/departure schedule as the bus schedules vary depending upon the group and the planned activity. The purpose of the bus stop is to conduct all bus passenger loading/unloading activity in this location. Time restrictions may impact use of the bus stop during morning or evening hours, when some groups may be dropped off or picked up from Centennial Beach.

During the off-season, when the bus stop is not in use, this area will be used for on-street parking. A total of eight (8) on-street parking spaces will be provided in this location. Prior to the Centennial Beach renovations, a total of five (5) on-street parking spaces were provided in this location; therefore, three additional parking spaces will be provided.

RECOMMENDATION:

Approve the recommendation to establish a seasonal (Memorial Day to Labor Day) bus stop and revise the No Parking Zone on the south side of Jackson Avenue, east of West Street, fronting Centennial Beach.

ATTACHMENTS:

1. Draft Ordinance
2. Location Map

ORDINANCE NO. 11 - __

AN ORDINANCE AMENDING THE NAPERVILLE TRAFFIC SCHEDULE TO REVISE PARKING RESTRICTIONS ON JACKSON AVENUE BETWEEN WEST STREET AND EWING STREET

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAPERVILLE, DuPAGE AND WILL COUNTIES, ILLINOIS, in exercise of its home rule authority as follows:

SECTION 1: Schedule VIA/No Parking Zones: of the Naperville Traffic Schedule Manual is hereby amended by adding the underlined language and deleting the stricken language as follows:

Street	Area of Restriction	Side/Time	Ord. #
Jackson Avenue	From the centerline of West Street to a point 80' west <u>84' east</u> of the centerline of West Street.	South	93-150

SECTION 2: Schedule XIV/Cabstands and Bus Stops: of the Naperville Traffic Schedule Manual is hereby amended by adding the underlined language as follows:

Street	Area of Restriction	Side	Ord. #
<u>Jackson Avenue</u>	<u>From 84' east of the centerline of West Street to 259' east of the centerline of West Street, Memorial Day to Labor Day only.</u>	<u>South</u>	

SECTION 3: This Ordinance shall be in full force and effect after its passage and approval.

PASSED this ____ day of _____, 2011.

AYES:

NAYS:

ABSENT:

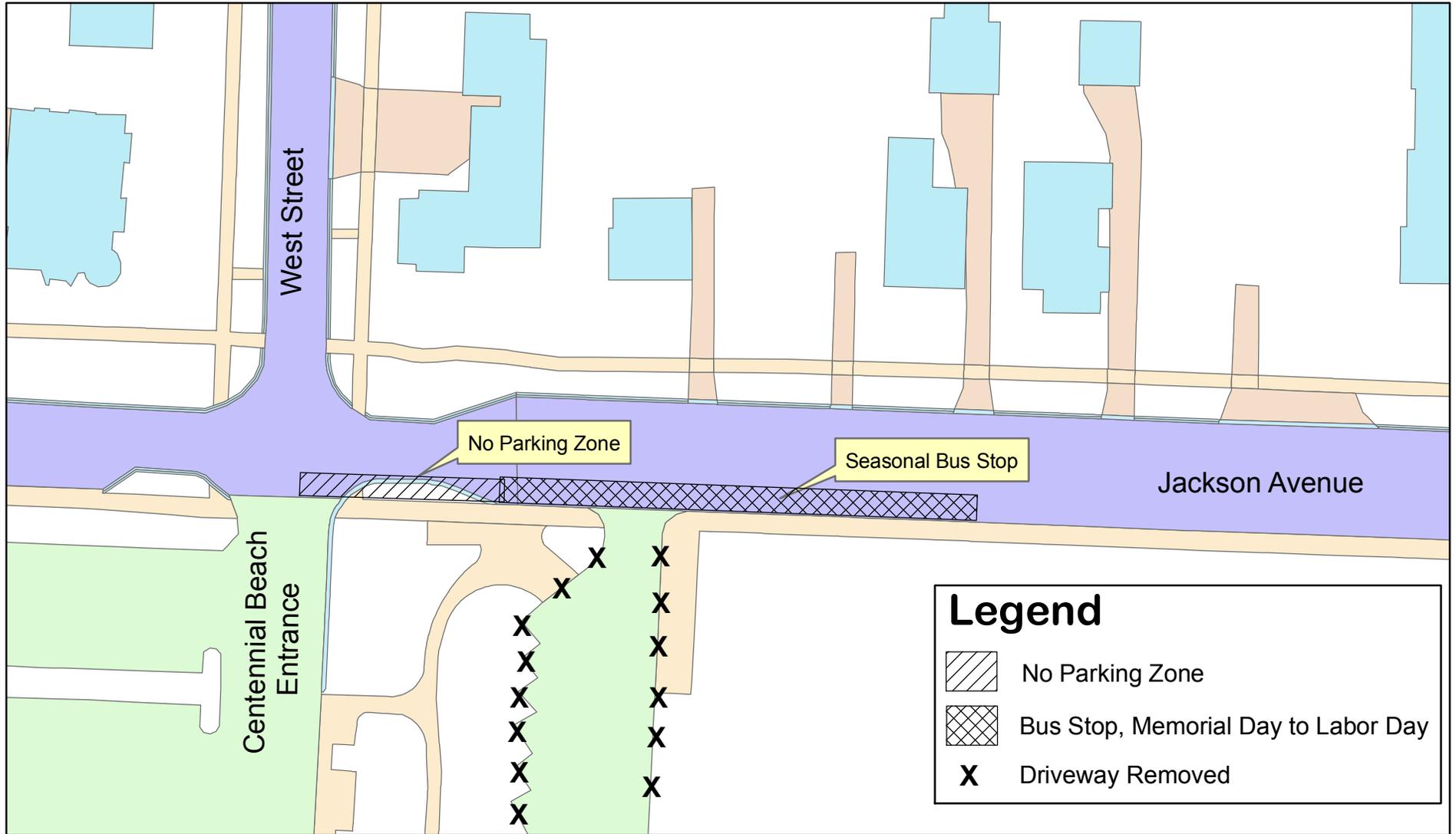
APPROVED this ____ day of _____, 2011.

ATTEST:

A. George Pradel
Mayor

Pam LaFeber
City Clerk

City of Naperville
Jackson Avenue - Centennial Beach Bus Stop

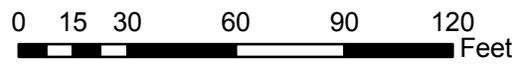


Legend

-  No Parking Zone
-  Bus Stop, Memorial Day to Labor Day
-  Driveway Removed



Transportation, Engineering and
 Development Business Group
 Questions Contact (630) 420-6100
www.naperville.il.us
 August 2011



This map should be used for reference only.
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 or application of the data. Reproduction or redistribution is
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Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 9/10/2011

SUBJECT: Metra Naperville Station Platform Improvement Project Update

**ACTION
REQUESTED:** Information only.

PREPARED BY: Karyn Robles, Transportation and Planning Team Leader

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: August 11, 2011

TO: Doug Krieger, City Manager
Marcie Schatz, Director of TED

FROM: Andrew Hynes, Project Engineer – TED

SUBJECT: Metra Naperville Station Platform Improvement Project Update
Start of Phase III

PURPOSE:

The purpose of this memorandum is to provide the City Council with an update regarding the Naperville Metra Station Platform Improvement project.

BACKGROUND:

The existing platform at the Naperville Metra Station has deteriorated to the point where complete reconstruction is necessary. The Metra project consists of complete removal and replacement of the existing platform adjacent to the railroad tracks. In order to keep commuters, businesses and local residents informed of the upcoming construction work, staff has issued numerous project communications through a variety of methods.

Construction for the Naperville Metra Station Platform Improvements began the week of April 11, 2011. The project remains on schedule and completion of all phases of the project is anticipated in late 2011 or spring of 2012 depending upon weather and the progress of construction.

DISCUSSION:

Start of Phase III – Reconstruction of the West End of the South Platform

Phase Two of the Metra Platform Improvement Project is substantially complete and work on Phase Three of the project is anticipated to begin on Monday, August 22. Phase Three of the project includes the demolition and reconstruction of the southwest portion of the platform including the platform portion of the Washington St. Bridge.

During this phase of the project, approximately 25 parking spaces in the Parkview lot will be fenced off and used for construction equipment staging. A portion of the motorcycle parking located on the south platform will also be unavailable during this phase of construction. The work zone will also require that 4th Ave. between the Parkview lot and Center St. (just north of Orazio's Pub) be temporarily restricted to one way westbound traffic. A letter outlining the changes to traffic and parking in the area will be sent to all businesses and residences located along Center Street between 4th Avenue and North Street.

A press release, web updates, notices to transit providers, and temporary signage at the station are being utilized to communicate these changes to Metra commuters. An exhibit illustrating the Phase III work area is available on the project website.

*Metra Naperville Station Platform Reconstruction Project Update
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Washington Street Lane Closures

Phase III of the Metra Platform Improvement Project includes the demolition and replacement of the south platform on the Washington Street bridge. The work on the bridge will require lane closures and will occur overnight in order to expedite the construction schedule and to minimize impacts to traffic during the day. Work on the bridge is anticipated to begin on Sunday, August 28 and continue until Friday, September 2. The lane closures are necessary in order to pour concrete for the reconstruction of the platform. Washington Street between 5th Avenue and North Avenue will be reduced to one lane in each direction between 8 p.m. and 10 p.m., and between 10 p.m. and 4 a.m., Washington Street will be reduced to a single lane. Flagging operations will be in effect to guide traffic and ensure passage of emergency vehicles. Northbound and southbound traffic will experience delays. Motorists are advised to allow additional time for their trip or seek an alternate route.

This work is weather dependent; notice of schedule changes will be posted to the city's website, www.naperville.il.us/metraplatform.aspx. Message boards will also be placed on Washington Street near the bridge in advance of the work.

CONCLUSION:

Please include this report with the August 12, 2011 Manager's Memorandum.



Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 9/10/2011

SUBJECT: Route 59 Commuter Lot Usage Request

ACTION
REQUESTED: Information only.

PREPARED BY: Karyn Robles, Transportation and Planning Team Leader

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: August 9, 2011

TO: Douglas A. Krieger, City Manager

THROUGH: Marcie Schatz, Director of Transportation, Engineering and Development

FROM: Karyn Robles, Transportation and Planning Team Leader

SUBJECT: Route 59 Commuter Parking Lot Usage Approval

PURPOSE:

The purpose of this memorandum is to inform the City Council of the approval of the use of the Route 59 Commuter Parking Lot by the Midwest Brewers, Inc. on August 27, 2011.

BACKGROUND:

In May 2010, the City Council approved the establishment of the Remote Parking Sites Program, which allows organizations to use the commuter parking facilities for remote parking on weekends in the event that other parking options are limited.

Five commuter parking facilities including the Burlington Lot, Kroehler Lot, and Parkview Lot at the Naperville Metra Station, the Route 59 Lot on the north side of the Route 59 Metra Station, and the 95th Street Park-n-Ride, located at the southwest corner of 91st Street and Wolf's Crossing Road are eligible for use as part of the Remote Parking Sites Program.

INFORMATION:

On July 25, 2011, Midwest Brewers, Inc. submitted an application requesting use of the Route 59 commuter parking lot in order to provide shuttles to and from the Midwest Brewers Festival which is being held on August 27, 2011.

Midwest Brewers, Inc. has requested use of the commuter parking lot between 12 pm and 8 pm during which time shuttles to the event will be operated by First Student. A total of 500 parking spaces have been requested by event organizers.

A completed application and all required documentation, including a \$25 application fee and \$100 deposit, have been submitted, and staff has approved the use of the Route 59 commuter parking lot by Midwest Brewers, Inc. No other events are planned for the facility on that date and there is sufficient parking in the lot to accommodate both the special event shuttle parking and parking for people using Metra.

CONCLUSION:

Please include in the August 12, 2011 Manager's Memorandum.

C: Transportation Advisory Board



Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 9/10/2011

SUBJECT: Ride DuPage to work Grant Recommendation

**ACTION
REQUESTED:** Information only.

PREPARED BY: Karyn Robles, Transportation and Planning Team Leader

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: August 18, 2011

TO: Douglas A. Krieger, City Manager

THROUGH: Marcie Schatz, Director of Transportation, Engineering and Development

FROM: Karyn Robles, Transportation and Planning Team Leader

SUBJECT: Ride DuPage to Work Grant Recommendation

PURPOSE:

The purpose of this memorandum is to inform the City Council of the RTA's recommendation to award an additional 2 years of grant funding to the Ride DuPage to Work program.

BACKGROUND:

The Ride DuPage to Work program began operating in March 2008 as a sub-program of the Ride DuPage program. Ride DuPage to Work is specifically designed to provide a reduced fare for seniors and people with disabilities who travel to and from work. The Ride DuPage to Work program is currently operating under a federal Job Access Reverse Commute (JARC) grant that was secured in 2009 from the Regional Transportation Authority (RTA) through an application submitted by the City of Naperville on behalf of the Ride DuPage to Work Partners, consisting of the City of Naperville, Naperville Township, Lisle Township, Naperville Park District, the Village of Glen Ellyn, the City of Wheaton, and Milton Township. To date, \$178,048.15 has been received by the Ride DuPage to Work Partners through the existing JARC grant for Ride DuPage to Work.

INFORMATION:

The funds awarded through the existing JARC grant are available through May 2012. In June 2011, the City of Naperville submitted a grant application to the RTA for an additional two years of JARC grant funds for the Ride DuPage to Work program so that the Ride DuPage to Work Program can continue to offer a reduced fare structure for participants traveling to and from work.

The city has been notified by the RTA that the Ride DuPage to Work program is being recommended to receive an additional 2 years of JARC grant funding. A total of \$519,405 in grant funds is being recommended for the two year period which will be shared among the Ride DuPage to Work Partners. The grant does require a 50% match from the Partners. The grant award recommendation will be forwarded to the RTA Board on August 18, 2011, and will initiate a public comment period. Following the public comment period, it is expected that the RTA Board will make a final decision on the grant awards in October.

Based on the recommended award amount and the split among the Partners, it is anticipated that the City of Naperville will receive approximately \$202,568 over the two year grant period. The city's local share amount will be included as part of the Ride DuPage annual budget and will not require an increase in the city's total contribution to the Ride DuPage program. The JARC grant funding will be used to reimburse the funding partners for trips taken as part of the Ride DuPage program and will help to ensure that the program costs continue to be at or below the program budget.

CONCLUSION:

Please include in the August 19, 2011 Manager's Memorandum.

C: Transportation Advisory Board



Naperville

TRANSPORTATION ADVISORY BOARD AGENDA ITEM

AGENDA DATE: 9/10/2011

SUBJECT: Pay-By-Phone Payment System - Quarterly Update

**ACTION
REQUESTED:** Information only.

PREPARED BY: Rory Fancler, Project Manager, TED Business Group

ACTION PREVIOUSLY TAKEN:

Date	Item No.	Action

BACKGROUND:

DISCUSSION:

RECOMMENDATION:

ATTACHMENTS:

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: August 29, 2011

TO: Transportation Advisory Board

THROUGH: Karyn Robles, AICP, Transportation and Planning Team Leader – TED Business Group

FROM: Rory Fancler, AICP, Project Manager – TED Business Group

SUBJECT: **Pay-By-Phone Payment System – Quarterly Update**

PURPOSE:

The purpose of this memorandum is to provide the Transportation Advisory Board with a summary of the recently implemented pay-by-phone payment option for daily fee parking at the Naperville and Route 59 Metra Stations.

BACKGROUND:

In January 2011, new daily fee parking machines were installed at the Naperville and Route 59 Metra Stations. The new daily fee machines accept cash, smart card and credit card payments. In order to provide commuters with an additional form of payment, pay-by-phone was introduced on May 20, 2011.

The pay-by-phone system allows commuters to register a phone number and credit card on the pay-by-phone website. After initial registration, commuters are able to pay for their daily fee parking space through a toll free phone number or via the website. The city's daily fee system is updated in real time to show the parking space has been paid for, and the customer receives a receipt of payment via email. In addition to the standard parking fee, there is a \$0.35 transaction fee for using the pay-by-phone system. The transaction fee is received by Verrus, the city's pay-by-phone vendor, and covers the cost of providing the service.

During the June 4, 2011 Transportation Advisory Board meeting, a quarterly summary of pay-by-phone usage was requested. This is the first quarterly update prepared for TAB.

DISCUSSION:

The city notified the public of the pay-by-phone system through a variety of methods, including the city's Commuter Connection e-newsletter, notices posted at the daily fee machines, signage at the Metra Stations and through the city's website. While commuters may choose to use the pay-by-phone system daily, the system is intended to provide a convenient alternative payment option for use in special circumstances (e.g., commuters who are late to catch a train; commuters who forgot cash, credit card or smart card) due to the higher transaction fee.

Usage of the pay-by-phone system has increased since May, which is likely attributed to increased awareness of the payment option. For the month of June, a total of 545 daily fee parking payments

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(i.e., Naperville and Route 59 Metra Station) were received through the pay-by-phone system. In July, a total of 745 daily fee parking payments were received through the pay-by-phone system. The table on the following page provides a summary of the daily fee payment transactions from May 20 through August 15, 2011.

Time Period	Percent of Total Daily Fee Parking Transactions			
	Cash	Credit Card	Smart Card	Pay-By-Phone
May 20 - May 31	46.7%	31.8%	20.9%	0.71%
June 1 - June 30	41.2%	33.8%	21.6%	3.45%
July 1 - July 31	40.9%	34.5%	19.9%	4.65%
August 1 - August 15	39.3%	37.8%	19.1%	3.89%

The city will continue to promote the pay-by-phone system as a convenient payment option for passengers using the daily fee parking spaces. Staff will continue to monitor the pay-by-phone system and will update TAB on system usage again in December.

RECOMMENDATION:

Accept the pay-by-phone quarterly update.

