



MANAGER'S MEMORANDUM

Prepared for: **Naperville City Council**

By: City Manager's office

7/18/2019

A. MANAGER'S MEMORANDUM

	Source:	Subject:	Action:
1.	TED Business Group	Commuter Permit Account Verification	FYI

**CITY OF NAPERVILLE
MEMORANDUM**

DATE: July 16, 2019

TO: Doug Krieger, City Manager
William J. Novack, Director of TED Business Group

FROM: Jennifer Louden, Deputy Director of TED Business Group

SUBJECT: Commuter Permit Account Verification

PURPOSE:

The purpose of this memorandum is to provide the Mayor and City Council with information regarding implementation of tasks from the Commuter Parking and Access Work Plan.

INFORMATION:

On June 4, 2019, the City Council approved a Commuter Parking and Access Work Plan that outlines goals and corresponding tasks to address issues with current commuter programs and to implement system improvements using technology. The first action needed to initiate several of the tasks was to update the Commuter Parking Rules and Regulations. Effective July 12, 2019, the Rules and Regulations were updated to include language that:

- Requires permit holders to submit vehicle registration information to demonstrate that vehicles included in the account are registered to their address;
- Eliminates the option to designate carpools through a permit account;
- Establishes a process to allow carpool exemptions once per quarter for up to two weeks; and
- Requires all waitlisted commuters to re-apply each year.

The updated Rules and Regulations are available to view on the City's website at www.naperville.il.us/commuter-parking-rules-and-regulations. The next implementation step will be verifying and updating all commuter permit accounts. By July 19, 2019, City staff will mail a letter to all quarterly permit holders that provides notification of the Rules and Regulations update and outlines actions each permit holder must complete to verify their account, including completing an Account Verification Form and submitting vehicle registration information. A total of 2,608 permit holders from all four permit lots (Burlington, Kroehler, Parkview and Route 59) will receive the notification. Permit holders must complete these items to keep their permit. The verification and update process will be completed by the end of 2019.

RECOMMENDATION:

Please share this information with the Mayor and City Council through the July 18, 2019 Manager's Memorandum.