AGENDA

Circulator Task Forces Joint Meeting
Lombard Village Hall
255 E. Wilson Ave.
Lombard, IL 60148

December 11, 2008 – 7:00 PM

1. Call to Order

2. Introductions

3. Conference call with Bruce Abel, Assistant General Manager of Customer and Contracted Services for the Denver Regional Transportation District

4. Other discussion

5. Adjournment
1. Call to Order and Roll Call

2. Review October 29, 2008 Meeting Minutes

3. Review Meeting Schedule
   - Fall 2008-Winter 2009 Tentative Meeting Outline
     > Meeting 1 / September: Orientation to Task Force
     > Meeting 2 / October: Review Route, Destinations, Schedule, Part I
     > Meeting 3 / October: Review Route, Destinations, Schedule, Part II
       Meeting 3 / October: Discuss How to Leverage Funds
     > Meeting 4 / November: Review Schedule and Frequency, Part III
       Meeting 4 / November: Discuss Marketing (including Fares), Part I
     > Meeting 5 / December: Discuss Marketing (including Fares), Part II
       Meeting 5 / December: Review Operations
     > Meeting 6 / January: Wrap Up
   - January/February 2009 Objective
     – Present Final Implementation Strategy to Village Board

4. Goals of this Task Force

5. Continue Discussion of Schedule and Frequency

6. Review and Discussion of Marketing Chapter in Draft Implementation Plan

7. Discussion of Fares

8. Next Meeting Discussion

9. Public Comment

10. Adjournment
AGENDA
Village of Downers Grove
Circulator Ad Hoc Task Force
Public Works Building – 5101 Walnut Avenue
Main Conference Room
October 29, 2008
7:00-9:00 PM

1. Call to Order and Roll Call
2. Review Last Month’s Meeting
   • Minutes and Notes on Routes and Schedules (Attachment)
3. Review Meeting Schedule
   • Fall 2008-Winter 2009 Tentative Meeting Outline
     > Meeting 1 / September: Orientation to Task Force
     > Meeting 2 / October: Review Route, Destinations, Schedule, Part I
     > Meeting 3 / October: Review Route, Destinations, Schedule, Part II
     > Meeting 3 / October: Discuss How to Leverage Funds
     > Meeting 4 / November: Discuss Marketing (including Fares)
     > Meeting 5 / November: Review Operations
     > Meeting 6 / December: Wrap Up
   • January 2009 Objective
     – Present Final Implementation Strategy to Village Board
4. Goals of this Task Force
5. Continue Discussion of Routes, Schedule and Frequency from Last Meeting
6. Review Case Studies of Route Deviation Services (Attachment)
7. Review and Discuss Recommendation for Revised Circulator Route
   • Recommendation for Revised Circulator Route
   • Key Questions for Discussion
     – Do the recommended route revisions meet the needs expressed by the Circulator Task Force?
     – Does the revised route and buffer serve the necessary destinations? Is the revised route missing any key destinations?
     – Are there any parts of the revised route that could be problematic, based on your local knowledge (at-grade railroad crossings, etc.)?
     – How else could Pace, the Grove Commuter Shuttle, and the revised route better integrate service?
What other suggestions do you have for the revised route and destinations of the Circulator service?

- Request for Approval
  - Staff recommends the Task Force approve the revised route for release to DMMC’s Consultant, LSC Transportation, so that the changes can be analyzed and the Service Specifications Report and Implementation Plan can be updated. The revised report and plan will be brought back to the Task Force for review at a future meeting.

- Follow-up On Schedule and Frequency
  - The Task Force will not discuss frequency in detail, because the recommended route revisions should first be analyzed by LSC Transportation. However, the Task Force may have comments or observations about potential implications on schedule and frequency and is invited to share any feedback at this time.

8. Discussion of How to Leverage Funds

- Funding Sources (Implementation Plan): Keep in mind that the cost of the Circulator Service will be updated by LSC Transportation in the next month, based on the changes recommended by the Task Force. Therefore, we’ll have a more firm figure at the next meeting. However, the Implementation Plan lists eight primary potential sources of funding that we can begin to discuss and compare:
  - Transit fares
    - Federal Funds Accessed Through RTA and/or CMAP
      - Urbanized Area Formula Grants
      - Congestion Mitigation and Air Quality Funding
      - Job Access Reverse Commute/New Freedom Program
      - Innovation, Coordination, and Enhancement Funds (RTA)
  - State Funding Sources (such as programs, earmarks, and other sources)
  - County Contributions
  - Municipal Contributions
  - Public Partnerships with Pace and RTA
  - Private Partnerships with Local Businesses and Institutions
  - Gas Tax
  - Hotel/Motel Tax
  - Community Fundraisers and Foundations

- Key Questions for Discussion
Do you think that the each of these sources is a valid source for the Village to consider using, in part, to fund the Circulator service? If yes, why? Are there any sources that you would recommend eliminating from our list? If yes, why?

What other sources should be added to the list?

What are the pros and cons of each?

Would you want to treat the “start-up phase” of funding (Year 1-2) differently than long-term funding (Year 3 and onward)? If yes, how?

Do you have an idea of how you’d like to see these sources used to support the Circulator?

What is a fair proportion of funding for the Village to provide?

What other suggestions do you have funding sources and/or distribution?

   - Purpose: Discuss Marketing (including Fares)

10. Public Comment

11. Adjournment
AGENDA
Village of Downers Grove
Circulator Ad Hoc Task Force
Public Works Building – 5101 Walnut Avenue
Main Conference Room
October 15, 2008
7:00-9:00 PM

I. Review of Prior Meeting and Approval of Minutes

II. Review of Task Force Schedule and Objectives

III. Routes and Destinations as presented in Service Specifications Report and DRAFT Implementation Plan (Including potential modifications)

IV. Schedule and Frequency as presented in Service Specifications Report and DRAFT Implementation Plan (Including potential modifications)

V. Next Meeting Date

VI. Public Comment

VII. Adjournment
I. Orientation by Tam Kutzmark, Transportation & Planning Director, DuPage Mayors and Managers Conference

II. Overview of the DuPage Area Transit Plan

III. Introduction to the Local Circulator Study

IV. Progress to Date

V. Downers Grove’s Choice for Circulator Service

VI. Next Meeting Date

VII. Public Comment

VIII. Adjournment