

Approved July 31, 2003

**PUBLIC SERVICES COMMITTEE  
Local Transportation Subcommittee**

*Minutes of Public Meeting  
June 25, 2003*

Village of Downers Grove  
801 Burlington Avenue  
Committee Room

**ROLL CALL:**

**PRESENT:** Commissioner Martin Tully, Public Services Committee Chairman  
Commissioner Marilyn Schnell  
Rich Mueller  
Robert Kollmar

**STAFF:** Jack Bajor, Director of Public Works  
Stan Balicki, Support Services Manager  
Megan Dugard, Recording Secretary

*Visitors:* William Waldack  
George Porter  
Mark Ashby

*Absent:* Lawrence Gress

**Commissioner Tully** called the Local Transportation Subcommittee Meeting to order at 6:04 p.m. The minutes for the May 27, 2003 meeting were approved as submitted.

**Mr. Kollmar** asked to comment. The minutes were outstanding.

**Commissioner Tully** agreed and moved onto the agenda item of Evaluation of the Grove Commuter Shuttle Service. He suggested, after review of the update to the 1996 Report submitted by Stan Balicki, which was extraordinarily helpful and informative to start with this information for discussion. Additional information was sent to him by Jeff Waxman to be passed along. Also for discussion tonight is to gather needed information on how to increase rider ship and enhance revenue. This is a very broad topic and includes marketing, revenue, route changes, etc. We can make specific assignments this evening for follow up reports to be submitted at the next scheduled meeting.

**Mr. Balicki** stated the analysis performed in 1996 was thorough. It was difficult to determine which parts to update. If anyone is interested in a specific area he will be happy to go back and delve into the area further.

**Commissioner Tully** stated he had no questions until page 3. He asked if there were any other questions.

**Commissioner Schnell** stated it is mentioned that the Bristol Club is thinking/asking to discontinue the Charter Service for their subdivision.

**Mr. Balicki** explained over the past week a few developing issues have not been resolved. The management company is looking to control costs. After receiving notice of the fee increase, they decided to shop around in search of a less costly similar service. There are more taxicab companies available today and general transportation businesses to provide shuttle services. With the amount of riders from the Bristol Club Subdivision, a twelve or fifteen passenger bus can accommodate them. They appreciate the service we have provided over the years, they like the staff and vehicles. They feel they can continue the same service elsewhere less costly. We are just waiting to receive something in writing to confirm the decision.

We have received an inquiry from the management company for the Highland Oaks Office Buildings west of Parkers. Blue Cross Blue Shield is relocating their offices from Oak Brook to Downers Grove in August. They claim to have 50 to 60 people that are going to reverse commute from Chicago to Downers Grove by train and will need transportation to the office building. They inquired on the routes available. We are working with them presently.

**Commissioner Tully** inquired on the initial revenue.

**Mr. Balicki** stated the old fare structure was approximately \$33,000 per year. With the fare increase it could be approximately \$43,000 per year.

**Commissioner Schnell** asked if there was anyway Mr. Balicki could possibly speak to Bristol Club Management about extending our routes into the complex.

**Mr. Balicki** stated he would have to speak with the Supervisor of the bus service. He is uncertain on the time, personnel, and equipment.

**Commissioner Tully** stated the routes have not been revised for a long time.

**Mr. Balicki** continued to explain. He just came from a meeting at the DuPage Mayors and Managers Conference office. Last week we talked briefly about the DuPage Area Transit Plan. What direction was being taken, funding, etc. The next step to the process is the Conference is taking a lead role in submitting a grant application to the RTA for grant funds to study circulator routes throughout DuPage County that were part of the plan. There were representatives present from Downers Grove, Bensenville, Wood Dale, Itasca, and Elmhurst. Downers Grove is identified as a location for one of the circulator routes that would also go through the Village of Woodridge. We are being asked to put together a letter of support with the Village of Woodridge that we would be interested in pursuing this grant. There is the possibility of locally matching dollars that would be required which would be very minimal, in the area of \$1,000 to \$2,000 per community, due to everyone cooperating. This is a good example of how things are moving forward and how Downers Grove is taking part on a countywide basis.

**Commissioner Tully** stated this information is helpful. Returning to the Charter service, it was indicated in the update that several government and non-for-profit agencies utilize the bus service for charters. He asked if Mr. Balicki could provide a list of those using the charter services.

**Mr. Balicki** agreed to provide a list.

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**Commissioner Tully** added one item, which impresses him, was that rider-ship on the buses is going down, but rider ship at the Metra stations is going up. There is a delta not being captured. We know what the waiting list numbers are for parking at the train stations. A lot may be coming from outside Downers Grove. More people are coming in, but fewer people riding the buses. Obviously there is a population not aware of the bus service or for whatever reason not riding the buses. This was helpful to identify this segment of people as potential rider ship, which are not being captured.

**Mr. Balicki** added that was an interesting change. Our rider ship and Metras rider ship seemed to be going hand in hand for several years.

**Commissioner Schnell** suggested one idea leading to the fact that many people do not know the service does exist. With the parking deck construction underway, there will be less parking available downtown until the deck is completed. It may be feasible to offer a free week to ride the bus service and advertising it at major times.

**Mr. Balicki** stated it could be an appreciation day.

**Commissioner Schnell** added it would tap into people who don't know about the service or who might be hesitant to try the bus service. A lot of advertising is needed. Put ads in the Reporter, or an article in the Sun Times.

**Commissioner Tully** stated he did not wish to jump too far into marketing issues. One thing he is thinking about is definitely coming up with a proposed marketing plan, which would cover all areas such as incentives, advertising, and feature articles. Jeff Waxman suggested a great idea that will be discussed later. It would take a six-month media-marketing plan with a series of building on a program marketing the bus service.

He asked if there were any other questions or comments.

**Mr. Kollmar** inquired about the schools not utilizing the charter service. He has not been able to confirm this information. It has been stated in the past that the reason was due to liability. The opportunity for revenue is still available.

**Mr. Balicki** stated he would show in the follow up list our most regular charter customers. Our own local schools in Downers Grove have not utilized the Charter Service very much at all. Not on a regular basis. We can call them and ask why they have not used the service.

**Commissioner Tully** stated he would add this to the list, contact District 58 & 99. He continued to explain he recently noticed the Park District Day Camp going to the Tivoli. Can't remember the bus service, but he is sure it was not one of our buses. Why aren't they using our Charter Services?

**Mr. Mueller** stated there are some day camps using the service. There are between 6,000 to 8,000 bus riders over the summer.

**Commissioner Tully** will add the Park District to the list of contacts. Another question is the reference under the Commuter Service in the 1996 Analysis calculated what Villages cost per rider was at the time of the report. He asked that the cost be updated.

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**Mr. Balicki** agreed to update the cost to the Village per rider.

**Mr. Kollmar** replied that people do not like the \$3 cost. He has learned the rider-ship is down 13% and the revenues are up 24%.

**Mr. Balicki** replied that he receives his monthly reports a couple weeks into the next month. For example, he receives his June report in the first couple weeks of July. It is uncertain if this is true. He will have to check when he receives his July report. If the information is coming from the bus supervisor, he calculates the numbers on a weekly basis.

**Commissioner Tully** asked if this information could be made available at the July meeting.

**Mr. Balicki** agreed it would be no problem to have the information available and he could provide a comparison chart. In his packet for this evening he provided a daily average for a particular calendar year. There is other information available breaking down the numbers.

**Commissioner Schnell** inquired on having the necessary information showing the affects of the \$3 cost. It is important to determine if the cost is having a major impact or if we are losing riders.

**Mr. Balicki** stated we did anticipate a 25% drop off in rider-ship with the new fares.

**Commissioner Tully** stated he felt that would be over the fiscal year. A number of suggestions have included increasing the Charter fares. Jeff Waxman provided a comparison of the Charter Rates in Downers Grove as opposed to other places. From Mr. Waxman's perspective as what he views our competition to be, we are not priced where we should be. We could raise the price. Again if we go higher, we lose the Bristol Club.

**Mr. Balicki** referred to attachment #3 in the packet. The Charter Revenues, fiscal years, our two lowest years were 1998 and 1999.

**Mr. Mueller** stated it would be beneficial to offer the Schools and Park District a discounted rate to utilize the Charter Service over a one-year period.

**Mr. Balicki** stated these requests are referred to the Village Manager for approval.

**Commissioner Tully** asked about the Bristol Club loss at approximately \$33,000, which was possibly due to the price increase. What would the revenue have been with the increased price?

**Mr. Balicki** replied that he spoke with the Village Manager about the Bristol Club Charter cost.

**Commissioner Tully** asked if it would be beneficial to suggest a 3-year commitment from the Bristol Club at the reduced fare. It would however have to make financial sense.

**Mr. Balicki** stated an added \$10,000 was anticipated from the Bristol Club with the new fare rate. The other Charters we provide there was approximately an additional \$16,000 overall. Two large operating costs are staff and fuel. Some costs do not go away whether we run the Charter Service Route at Bristol Club.

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**Commissioner Schnell** stated at one time there were discussions on whether or not the Charter Service should continue. Did the Village really belong in the Charter Service? The Charter Service allows us to run the commuter shuttle service for our residents.

**Commissioner Tully** agreed. This is the only reason the service does exist. We would be competing with private entities.

**Mr. Mueller** remembered it was Commissioner Gilbert who had concerns about the competition.

**Commissioner Tully** had a question about the costs of the Charter Service and the depreciation. Depreciation is shown as an expense from 1996 – 2002 (attachment 3). Does this mean there will not be that charge going forward since the fleet has been fully depreciated.

**Mr. Balicki** replied this was correct. There was no further depreciation in the 2002-2003 Budget and beyond. The fleet is fully depreciated.

**Commissioner Tully** stated this is another gap.

**Mr. Kollmar** stated this is another topic for discussion, Budget.

**Commissioner Tully** stated the mission of this committee has to be accomplished first before this decision can be made recommending continuing service. He can envision a recommendation saying continue service under certain conditions. For example, if certain benchmarks were not met within a certain period of time, then like the 1996 report said, the recommendation would be to discontinue service. On the other hand, if rider ship substantially increases, then it would be backed on a forward basis.

**Mr. Kollmar** stated there is not a transit system that breaks even. The only one that comes close is the Monorail in Walt Disney World. The second most significant element is escalating the charge for services.

**Commissioner Tully** again stated, what he feels, is the committee needs to accomplish the mission statement and then work on a budget for funding a replacement fleet.

**Mr. Balicki** asked if Mr. Porter could comment on replacement fleet issues. At one point in a Capital Planning document there were funds allocated on Pace books for replacement of Downers Grove buses.

**Mr. Porter** stated he was uncertain of the current status. One thing Pace would consider is increasing the subsidy. As for the capital situation it looks good that money is available. Looking at some numbers to cut losses, if the charter service were eliminated, losses would be cut to \$166,562. Or if you were to eliminate the commuter service and keep the charter service, losses would be cut to \$126, 485. Either way you would cut your loss.

**Mr. Balicki** stated part of what is in the transfer is staff time spent, such as the Public Works Director, myself and other people involved in working with the system. Some cost would be absorbed by the general fund.

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**Commissioner Tully** stated Council needs to be able to see the whole range of possibilities. One question, how much would be saved and what is the detriment going to be which all needs to be spelled out. He asked if there were any further questions regarding costs.

**Mr. Kollmar** asked if there were other charges and concerns, which may be helpful.

**Mr. Balicki** stated he could get a breakdown of staff, time and percentages.

**Mr. Waldack** inquired about the enterprise funds needing to be self sufficient without the loads.

**Commissioner Schnell** replied this is what she would like to see. If the bus system could pay for the driver, buses, fuel and all that is the bus system.

**Mr. Balicki** stated the 1996 study has a full breakdown of the hard costs involved.

**Mr. Porter** stated in looking at running a Pace service in comparison to the Downers Grove Shuttle, the recovery ratio at 35% looks good.

**Mr. Balicki** asked to make a note on maintenance. Maintenance costs have been steadily going up. One item you will see as the vehicle ages is an obvious increase in expense as the years go on. You will see gradual increases to a spike. The spike indicates a major component that has failed on the vehicle such as engines or transmissions. Once repaired there is a noticeable dip. The next spike will indicate a larger component has failed. This repeats. The vehicles become less reliable.

**Mr. Porter** inquired if major repairs were completed in house.

**Mr. Balicki** stated major repairs last year were sent to Cummins. Chassis and engine repairs are beyond our expertise.

**Commissioner Tully** stated one other question he has is on Risk. Is \$40,000,000 in risk coverage enough? This is a question for our Risk Manager, Dennis Burke.

**Mr. Balicki** replied there is two parts to the question. Is it enough for our comfort level and us? The other part of the equation is how does the coverage we carry on the system compare with other transit systems, for example what is the coverage for Pace. Is this comparable? We are a municipality providing a service. Do the same laws and standards apply?

**Mr. Porter** stated Pace carries it's own insurance.

**Commissioner Schnell** stated we have been very fortunate and not had major insurance claims. The risk is there and grave concerns should something happen with a busload of children.

**Mr. Balicki** stated these are major concerns.

**Commissioner Schnell** explained your exposure is that much greater providing charter services.

**Commissioner Tully** would like to check with the Village Risk Manager on a better comfort level and what is the rationale. What is the analysis that goes into the numbers available?

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**Mr. Balicki** agreed to speak with the Risk Manager.

**Commissioner Tully** stated one matter Jeff Waxman from IDOT mentioned is that smaller vehicles are available. The state has a bus auction once a year. Due diligence would be required, but smaller sized buses would lengthen the life of the larger buses.

**Mr. Balicki** will call Jeff Waxman to get more detail on the auction vehicles. To provide the charter service we do now, theoretically the larger charters are downtown or further away. It is rare that we have more than four buses out on a charter at one time. Another source for bus purchases to be financed is what more and more transit agencies are doing and what railroads have done for years. They buy the vehicles and sell them to a third party holding company. The reason is as a municipality or non-profit transit agency, we have to show the depreciation, but the depreciation does us no good. We cannot write this off on taxes. If a third party private holding company owns the vehicles, they can write off the depreciation value on their taxes. We can then lease them back from the holding company. Railroads have been doing this for a long time. More transit companies have been involved in the same practice. You have only your annual lease payment.

**Mr. Kollmar** asked why not just lease the vehicles from the beginning. We will see more of this in the near future.

**Mr. Balicki** stated he is not familiar with a direct lease program.

**Mr. Kollmar** stated long term it is less expensive in maintenance. This is worth exploring.

**Commissioner Tully** agreed. He asked if there were any further questions before moving onto Marketing and Actions Taken on Options, Findings & Recommendations. He thanked Mr. Balicki. This was an excellent update and all the work put into the packet. A lot of questions were answered. Good points were made for discussions. To say there has been a lack of marketing is an understatement. There has been very little marketing on bus services. For now what has been done in respect to marketing? Advertising on the buses is one area. OBIE Media did not wish to work direct with the Village due to having a small system. No other responses were received. He asked the status on the discussions with PACE as part of their advertising.

**Mr. Balicki** responded that PACE has offered us an agreement to 'tag along' to their existing contract with VIACOM, parent company of TDI. Our attorney has asked for certain things, which PACE'S staff is saying they are unable to provide because we are 'tagging' onto an existing contract. PACE cannot go back and make changes.

**Commissioner Tully** agreed to contact Ms. Enza Petrarca, Village Attorney for additional information.

**Mr. Balicki** agreed. Commissioner Tully will contact the Village Attorney.

**Commissioner Tully** stated our advertising has been limited to the Internet. He has been in contact with Doug Kozlowski, Public Information Officer. There does need to be more cable exposure.

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**Mr. Balicki** was able to follow up regarding the charge at Heritage Fest for the bus service. This can be done next year. All printed material was complete and distributed for the upcoming Fest. The bus drivers suggested posting a sign this year for \$1 donations/contributions.

**Commissioner Tully** felt it would be best not to post a sign this year. It has been advertised as a free service. He did inquire on securing the number of people who use the bus service during Heritage Fest.

**Mr. Balicki** agreed to get the number of riders from Mary Scalzetti at the end of the Fest for the next meeting.

**Commissioner Schnell** asked if a one-page handout could be made available.

**Commissioner Tully** inquired about making the bus route maps available to distribute during Heritage Fest.

**Mr. Waldack** stated the High School students have an in class radio project as well as an advertising/marketing project assignment. The school students could be approached.

**Commissioner Tully** stated it would be a good idea to have them produce something and provide it to the community.

**Mr. Porter** stated what better place to advertise the commuter shuttle services but on the Metra trains. He would think the RTA would support this idea. Advertise the routes available.

**Commissioner Tully** asked how could we follow up on this idea?

**Mr. Balicki** replied starting with the Community Affairs Representative at Metra. He will contact the representative.

**Commissioner Tully** moved onto the issue of marketing support. Staff suggested increasing marketing in the fall of 2000 and did not receive support at that time. He asked what the suggestions were and what happened. (Mr. Balicki was called away from the room.) We will return to this item and continue discussion when Mr. Balicki returns. We can discuss ideas the group has about marketing.

**Mr. Kollmar** felt there was a Marketing Budget line item. In 2002 there was no amount. In 2003 there was \$9000.

**Mr. Balicki** returned.

**Mr. Kollmar** continued to suggest the installation of simple signs.

**Commissioner Tully** replied that Bob Schiller is the individual to contact regarding signs and their costs.

**Commissioner Schnell** inquired about actual bus stops within the village.

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**Mr. Balicki** stated there are bus stops referenced on the bus schedule. It helped people see the bus schedule times through their area. The bus service stops where people flag them down. People stand along the route and wave to the driver to stop.

**Mr. Kollmar** stated that a hundred signs could be put up and no one knows where the actual bus stops. Unless people are standing out there when the bus passes 6 or 7 times per day, for that one minute, they are not certain where the bus actually stops.

**Commissioner Schnell** stated the signs would be an actual reminder that there is a shuttle service.

**Mr. Balicki** added he noticed this year, the CMAQ Grant Program, (Congestion Mitigation and Air Quality) have just posted the ranking of projects submitted this past winter. They started identifying projects along bus routes. A factor being used in evaluating benefits, where a Municipality or County can improve traffic along certain roadway that supports an existing bus route, improves the score for that project. If the village is interested, signage may be a good candidate for a CMAQ project. We would probably have an 80/20 split on the signage cost.

**Commissioner Tully** agreed this is a good idea. Based on existing routes we need an estimate on how many signs would be needed. Contact Bob Schiller to give a rough idea on cost.

**Mr. Balicki** followed up on the question of Marketing Support. This goes back to shortly after Jack Bajor, the Director of Public Works, came on board with the village. We discussed various functions and one topic discussed was the bus service. Mr. Bajor was excited about the possibilities of improving the marketing and awareness. He suggested an article in Illinois Municipal Review and different publications for exposure of the system. Mr. Bajor had a discussion with former Village Manager, Mike McCurdy who did not feel it was a good idea.

**Commissioner Tully** feels that in the next report, this committee needs to relay to the council that this issue is being studied. There are a number of measures we feel can be taken immediately that will enhance the presence and marketing of the bus system. Before we take action, we need the consensus of the council.

**Commissioner Schnell** agrees.

**Mr. Balicki** stated that in three years things have changed. We have different people with different thinking.

**Commissioner Tully** realized he had two more questions. Putting messages periodically on the water billing statements and cable he feels will happen. It will be mentioned at council and should occur immediately. The guaranteed ride home program he found to be very interesting. He experienced this problem himself. After hours it was necessary to call a cab for a ride home.

**Mr. Balicki** stated Federal Funds were secured to help support basically a taxicab subsidy program. The program was a victim of budget cuts.

**Mr. Kollmar** stated it was a line item in the 2002/2003 \$9000 Advertising Public Relations. One item listed was the Guaranteed Ride Home Project. It is not in the budget for this year.

**Commissioner Tully** stated he was not aware it existed. We paid for this the last three years.

**Commissioner Schnell** added she was not aware of the program.

**Mr. Balicki** replied we have not been paying. The funds were secured but we needed time to develop the program.

**Commissioner Schnell** inquired on the share coming from the subsidized funds for the Handicap and the seniors?

**Mr. Balicki** agreed those funds could be utilized.

**Commissioner Schnell** asked if we could reapply?

**Mr. Balicki** stated we could reapply. It scored well when we initially secured the funding. It was dropped due to lack of local match. We can reapply showing we now have a local match.

**Commissioner Schnell** does not recall seeing this item. It was cut by the Budget Team and never went before council.

**Mr. Balicki** agreed the program never went before council. It was removed before the budget went to council for approval.

**Commissioner Tully** agrees it may not be costly. He can see the subcommittee making a recommendation prior to the onset or in depth budget cycle discussions. A decision could be made for installing the system and to study it for one year showing the benefits and progress.

**Mr. Waldack** added with all the construction downtown, those on parking waiting lists, this service would be beneficial and cost effective.

**Mr. Balicki** stated we could reinitiate the program. The next application cycle for the Surface Transportation Program is in September. We can present something before then to council.

**Commissioner Tully** agrees.

**Commissioner Schnell** agrees.

**Mr. Waldack** added in regard to marketing with the Guaranteed Ride Home program, a coupon could be distributed to try the commuter bus shuttle system for a free week as a trial.

**Commissioner Schnell** asked about the welcome wagon for new residents. When distributing the village book include a free week coupon.

**Mr. Balicki** is aware of the Chamber visiting. He does not believe the welcome wagon is still in existence.

**Mr. Kollmar** was recently on the Chamber website. He did not notice anything mentioning the bus system. It has the wrong council members listed.

**Mr. Balicki** feels this is unusual for the Chamber of Commerce. To their credit, the Chamber brought the issue of the Blue Cross/Blue Shield to us.

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**Commissioner Tully** asked why isn't there anything at the train station about the bus service.

**Mr. Kollmar** stated there is a bus route map posted inside the train station. We need to post a map outside the station as well.

**Commissioner Tully** suggested a large sign could be posted. Recommendation for the next Heritage Fest is the council booth should have a display.

**Mr. Balicki** stated in the past he put together a short brochure on basics of the system with photos. He could see building off of this.

**Commissioner Tully** stated he did not wish to go too much longer this evening. Long meetings do not necessarily translate into higher productivity. There are a couple of items not discussed included in the report. Many items have been discussed.

**Mr. Kollmar** suggested discussing the CMAQ purchase of buses.

**Commissioner Tully** agreed and also, what is needed in a proposal for PACE to take over the routes. He feels all options need to be analyzed. What are the pros and cons? The report states no formal proposal was made. What is involved?

**Mr. Mueller** replied for PACE to take over the existing routes, in review of the maps, he noticed there are gaps in the current routes.

**Commissioner Schnell** asked if there used to be a NE route?

**Mr. Balicki** replied not that he could recall. This issue just brought to mind that the Citizen Survey Team is working on the citizen survey for this year. It is something sent out which could include some questions regarding the shuttle service. He assumes we would like to proceed. If there are any particular issues just let him know so he can follow up.

**Commissioner Schnell** stated in line with gaps, one question that should be asked is, if a commuter bus were available in your neighborhood, would you use it?

**Commissioner Tully** asked when the do the questions have to be turned in?

**Mr. Balicki** replied the survey committee just had their first meeting this week. He was unsure but he guessed we have a month or so at least.

**Commissioner Tully** asked for some proposed questions, at least three. They have to be the right questions seeking the correct information. This committee could take a look at the questions at the July meeting.

**Mr. Balicki** stated he could come up with a list.

**Commissioner Tully** added or the subcommittee could come up with some appropriate questions.

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**Commissioner Schnell** suggested asking the question if they were aware that the commuter bus system exists. This was done with HH&R and departments that it was felt were not being utilized because people were not aware that the service was available.

**Commissioner Tully** felt this question being asked would tell us what was already known. Maybe what could be asked is if you are aware of the service, do you use the commuter shuttle service or have you used the service in the last year, yes or no. Then the next question could be if no, why not? Can the committee handle space for writing in an answer?

**Mr. Balicki** did not feel that would be a problem.

**Commissioner Tully** asked if we should provide choices.

**Commissioner Schnell** agreed with writing in a response. This could then be tabulated.

**Commissioner Tully** agreed with the question if the service were available in your neighborhood, would you use the bus shuttle.

**Mr. Kollmar** inquired on the demographics.

**Mr. Balicki** stated this is available with either our on GIS team securing the demographics or NIPC or census information. He reminded the subcommittee prior to this discussion, Commissioner Tully asked about PACE taking over the routes.

**Commissioner Tully** asked how do we get a report or summary as to what is involved for PACE to take over the routes, and what are the pros/cons. What does it mean for PACE to take over the routes. This has been mentioned numerous times.

**Mr. Balicki** offered an example of what he believes would occur should PACE take over the bus shuttle routes. PACE has a service in the Village of Schaumburg that is a circulator in the shopping areas. The Village of Schaumburg underwrites a portion of that service. If Downers Grove went the same direction with PACE it would be a similar arrangement. Downers Grove would underwrite a portion of the service as it stands and then PACE takes it over with their vehicles and employees. It is a PACE service that we support. PACE becomes the senior partner.

**Commissioner Tully** asked to have something in writing to go before the subcommittee. This will go into a much bigger presentation when we discuss options to present to the council. Points to be suggested would be, what it will mean for us if PACE takes the routes; we will not need the fleet; also it will possibly be we may have to subsidize; the subsidy could cause us to lose control over the definition of the routes; do we, don't we. We need this all laid out in a bullet point fashion so when the question is asked, we can have available what could happen.

**Commissioner Schnell** recalled past discussions on PACE taking over the routes. It may have been informal with the Village Manager.

**Mr. Balicki** was unable to locate information on past discussions.

**Commissioner Schnell** believes it may have been informal in 1996. She recalls PACE at the time would not take over the exact routes.

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**Commissioner Tully** agreed and then control over the routes is lost. The buses could not be used for other events.

**Mr. Mueller** added a lot of money is still being spent.

**Commissioner Schnell** added that a lot of things could have changed for PACE since then.

**Mr. Porter** replied the way PACE is working now the village would not necessarily lose control of the routes. It is part of the Vision 20/20 program, which is to work with the local communities to design the routes that are needed to provide the service to the community.

**Mr. Kollmar** stated another argument heard against PACE was about late arriving trains. There was no guarantee for those riders that the bus would wait as the shuttle service does now. This was a problem in some other community.

**Mr. Porter** added at the Naperville train station, the guaranteed ride home, there is one route, which picks up train riders who did not arrive on time. This has been in service for about a year and was part of putting together the Vision 20/20 program.

**Mr. Balicki** stated the grant mentioned today, if it is awarded, one thing the consultants would do is work with the communities to discuss exactly what we are discussing such as what are the destinations that are important; what connections are important to people.

**Mr. Porter** added that PACE is working with the Mayors/Managers in identifying the EW and NS routes.

**Commissioner Tully** mentioned the last item is CMAQ.

**Mr. Kollmar** referred to the application submitted in 2001 for the purchase of two 25-35' buses. The proposal was not selected for funding.

**Mr. Balicki** replied that we did not make the cut that year. The CMAQ selection committee had funded alternative fuel vehicle technology for CTA. He was not aware if anything was done for PACE but he wanted to see what would happen. He explained how projects are ranked. Our system did not make it in terms of the evaluation. Since our service and equipment has not changed and the evaluation process has not changed, our application has not been filed again.

**Commissioner Tully** asked for any further questions, comments or thoughts on the report. What further information is needed to facilitate the discussion?

**Mr. Kollmar** suggested information is needed on where people move. Where do people go on the bus today? Are some of the loops not serving any longer? Maybe the bus drivers could provide this information.

**Mr. Balicki** suggested a survey.

**Mr. Kollmar** stated it would be helpful to know where people get on and off the bus.

**Mr. Porter** added or if there is a record of people who drive to and from the train station.

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**Mr. Balicki** replied if they are holding a parking permit we know where they are coming from.

**Commissioner Tully** added or if they are on a waiting list.

**Mr. Balicki** stated he could secure the information. Two categories could be used. He explained how in some of the western states, he has seen that if someone resides within a certain distance of a bus route or train station, they are not permitted to purchase a parking permit.

**Commissioner Tully** stated this could be down the road, but for now, we have to fill the first part of the equation.

**Mr. Balicki** just wanted it mentioned that this is actually done in other places.

**Commissioner Tully** stated that analysis of the routes and perhaps a realignment of the routes is needed. The last time the routes were altered was approximately ten years ago.

**Mr. Balicki** stated we need to make sure we look at our grant agreement with PACE, and if there is anything we need to do to continue to fulfill that agreement when changing routes.

**Mr. Waldack** suggested rather than forcing people to take the bus, make it cost effective.

**Commissioner Schnell** stated it has always been the philosophy to make the bus less costly than parking.

**Mr. Balicki** added Metra primarily supports parking lots and parking decks.

**Mr. Porter** stated there are two parking lots in Naperville that PACE runs a shuttle from to the train station.

**Commissioner Tully** stated there are people who just do not use the bus service, which we need to tap into first. There are people who just want to drive their own vehicle.

**Mr. Kollmar** stated there is more information, which needs to be assimilated to determine the true cost of parking. Metra is not part of the parking in Downers Grove. I have never seen Metra charge over \$1. There is a lot of cost in the enterprise of parking. When people see what it costs to park downtown they will run. They can't afford the cost. It must pay for itself as well.

**Mr. Balicki** stated that parking is set up as an enterprise fund just as the bus service.

**Mr. Kollmar** stated it is his understanding the parking deck is a \$30 million dollar endeavor.

**Commissioner Tully** replied, when you say pay for itself, obviously there is a big construction cost and land acquisition cost which come out of broader picture, the Central Business District and Tax Increment Financing District. There are other grants that come into the picture. As part of the parking fund, when it is up and running, yes it pays for itself. It is no different than the surface lots. They also were being subsidized. The parking deck itself needs to be looked at in the broader picture.

**Mr. Kollmar** stated it will be very interesting to see. The numbers were very high on Johnson Printers demo.

**Commissioner Tully** stated Johnson Printers was not removed to be a parking lot. It will be used for parking until it can be redeveloped.

**Mr. Balicki** added that once the parking deck is up and running it becomes an asset. The TIF District is covering the construction cost of the parking deck.

**Commissioner Tully** stated we want to convince people to use the bus. We could put together an analysis on the cost of owning a car, driving, maintenance, insurance, parking etc. for marketing.

**Mr. Porter** will check on available analysis information.

**Commissioner Tully** suggested follow up on the following points:

- Mr. Balicki will check with the Village Manager on saving the Bristol Club
- Commissioner Schnell will contact School District 58/99, YMCA, Park District on Charter usage
- Mr. Porter – Fare box recovery ratio survey
- Mr. Balicki will contact the Risk Manager on the risk issue (\$40 million)
- Mr. Balicki will follow up on the State bus purchase as suggested by Jeff Waxman
- Mr. Kollmar will look into additional information on Sale/Lease Back Option. Mr. Balicki has info on Sale/Lease Back Option to contribute
- Commissioner Tully will follow up with Village Attorney on the Viacom Advertising
- Commissioner Tully will follow up with Public Information Officer on Cable TV/Advertising
- Commissioner Tully and Commissioner Schnell will report to council for consensus
- Mr. Porter will secure additional information on PACE taking over routes
- Mr. Balicki will work with the bus drivers on pick up point surveys/demographic information (Also Assistant Village Manager)
- Mr. Porter looking into car cost analysis
- Mr. Porter suggested utilizing the PACE Market Department Design staff
- Mr. Balicki will e-mail proposed survey questions to get started
- Mr. Balicki will check with Bob Schiller, number of signs along routes/cost

**Commissioner Tully** stated signs must be brought up at a council meeting before they are put in place. Need to find out what is involved.

**Commissioner Schnell** replied that we should see if a grant is available.

**Mr. Balicki** stated the trade-off with applying for grants is they take time.

**Commissioner Tully** questioned additional information is needed on how long it would take to file and obtain a grant.

**Mr. Balicki** replied that CMAQ was applied for in February. They are going through the initial ranking at this time. The funds will not be available until October, approximately nine months.

Approved July 31, 2003

After some discussion the next meeting has tentatively been scheduled for Wednesday, July 23, 2003 at 6 PM.

The meeting adjourned at 8:26 p.m.