

## COUNCIL WORKSHOP ITEM

**ITEM:** Village - Parking Debit Card  
**DATE:** September 16, 2004  
**PREPARED BY:** David Van Vooren, Deputy Village Administrator  
Dave Barber, Director of Public Works  
**PURPOSE:** Establishing a fee for the debit card

### DISCUSSION:

With the pending opening of the central business district parking deck and the installation of the access parking pay system staff recommending establishing a one time fee for the debit cards which can be used in the parking machines. The access pay system being installed in the deck will allow customers to either deposit cash into the machines or use an independent debit card that can be re-filled at the machine to pay for parking. In order to obtain the debit card the customer will need to initially purchase a card from the dispensing machine which is being installed at the Main Street train station. Staff is proposing a three dollar fee for the initial debit card to cover our costs and this fee would be deducted from the initial purchase at the dispensing machine. Once the customer purchases the debit card, funds could be re-loaded on the card at any time at the parking machines without incurring further fees.

### ATTACHMENT:

Proposed ordinance; An Ordinance Establishing Certain Fees For Parking Deck Debit Cards

### RECOMMENDATION:

Staff recommends that the Council authorize an administrative fee for the purchase of new debit cards used in conjunction with the access parking system in the CBD parking deck.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ESTABLISHING CERTAIN FEES FOR  
PARKING DECK DEBIT CARDS**

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by shading/underline; deletions by ~~strikeout~~):

**Section 1. That Section 14.109. is hereby amended to read as follows:**

**14.109. Parking Fees for the Parking Deck**

(a) The following types of parking and associated fees are to be permitted in the Parking Deck. The spaces designated for each use shall be so marked with adequate signs located in the Parking Deck. The number of spaces allocated for each types of use may be adjusted from time to time depending on demand.

- (i) 4-hour parking - free
- (ii) daily fee parking - \$3.00 per day
- (iii) permit parking -
  - (1) \$90.00 per quarter (resident)
  - (2) \$120.00 per quarter (non-resident)
- (iv) permit CBD employee overlay parking - \$25.00 per quarter
- (v) an administrative fee may be assessed for the Village debit card for use of Daily Fee

**Automated Pay System**

(b) The space allocation and fees listed previously shall be in effect each weekday (M-F) until 3:00 PM. After 3:00 PM all spaces are designated as free parking until 2:00 AM.

(c) Payment for daily fee commuter parking shall be provided through the Daily Fee Automated Pay System. These spaces may be lawfully occupied by a vehicle only for the period of time for which lawful coins, paper currency of a Village debit card that carries a positive balance in United States currency prior to use has been deposited in the automated pay system designated for such parking space use, computed in accordance with and subject to the maximum lawful parking time period set in the designated space.

**Section 2.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 3.** That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

\_\_\_\_\_  
Mayor

Passed:  
Published:  
Attest: \_\_\_\_\_  
Village Clerk



# Village of Downers Grove

## Administrative Regulation Issued by Village Manager

Description:	<b>Procedures for Establishing and Amending Administrative Fees</b>	
Manager's Name:	<b>Village Manager, Rick Ginex</b>	Effective Date: <b>11/1/96 10/05/04</b>
Category:	<b>Financial Services</b>	
	<input checked="" type="checkbox"/> New Administrative Regulation	
	<input checked="" type="checkbox"/> Amends Previous Regulation Dated: <b>11/01/96</b>	
	Description of Previous Regulation (if different from above):  _____	

Where the Downers Grove Municipal Code allows an administrative fee to be assessed in certain circumstances but does not set forth the exact amount of that fee, the Village Treasurer (Senior Director of Finance and Administrative Services) shall approve the actual amount of the fee or any changes to the fee amount. The Treasurer shall approve a fee or a change in a fee only after determining that the new fee amount covers the full costs incurred by the Village in processing a certain matter. The Treasurer shall notify the Village Council of the amount of any fee establish under this policy or increased or decreased pursuant to this policy.

Any department wishing to establish an administrative fee should confirm that the fee is authorized by the Municipal Code. If there is no authorization for the fee, a memorandum should be forwarded to the Legal Department describing the fee proposed and including the types of costs for which the fee will cover. If appropriate, the Legal Department will draft the necessary ordinance to authorize the fee.

To establish a fee authorized by the Municipal Code or change a fee that has already been established, the department shall forward to the Village Treasurer a cost center analysis setting forth in detail the costs incurred to process the matter. This should include any actual costs such as certified letters or filing fees for the filing of documents with the DuPage County Recorder of Deeds Office and any personnel costs incurred (i.e. time spent in finding a contractor to do the work and time spent in completing any necessary paperwork).

The Village Treasurer may request additional information from the department and may, in his discretion, refer the request to the Revenue Task Force for its review. Any new or revised administrative fees will be detailed and approved as part of the annual budget process.

Administrative fees authorized by the Municipal Code, but for which no specific fee amount is established therein, are set as follows:

- 1) \$58.00 if a person or entity damages Village property and is billed for the cost of the replacement or repair of the property by an independent contractor pursuant to Section 1-21 of the Municipal Code. If the repair or replacement is conducted by the Village, the administrative costs will be included in the force account billing prepared for the work conducted pursuant to Section 1-21 of the Municipal Code.
- 2) \$6.00 a day for the feeding and maintenance costs of any impounded animal (except horses, ponies or fowl) pursuant to Section 5-9 of the Municipal Code.
- 2) \$40.00 if Village abates nuisance and bills the owner for the costs to abate pursuant to Section 13-8 of the Municipal Code.
- 3) \$40.00 if Village treats for mosquitoes and bills the owner for the costs of treatment pursuant to Section 13-13 of the Municipal Code.
- 4) \$40.00 if Village cuts weeds and bills the owner for the costs of removal pursuant to Section 13-18 of the Municipal Code.
- 5) \$5.00 on each unpaid parking ticket referred to a collection agency pursuant to Section 14-97.4 of the Municipal Code.
- 6) \$85.00 for authorization of a tow of an abandoned vehicle at a vehicle repair shop pursuant to Section 17-2.1 of the Municipal Code.
- 5) \$50.00 if Village prunes or removes a tree that obstructs street lights, or the passage of persons on streets or sidewalks, and bills the owner for the costs pursuant to Section 24-5.1 of the Municipal Code.
- 6) \$50.00 if Village removes a diseased tree and bills the owner for the cost of removal pursuant to Section 24-16 of the Municipal Code.
- 7) \$20.00 for a one week loan of an animal trap including Village disposal of any animals that are caught. (See Section 5-25 of the Municipal Code)
- 8) \$3.00 for a Village debit card for parking pursuant to Section 14-109 of the Municipal Code.

Any changes to the fees set forth above must be processed pursuant to this policy.