I. DECLARATION OF QUORUM

A quorum being present, Ald. Rainey called the meeting to order at 6:04 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF OCTOBER 28, 2013.

Ald. Burrus moved to approve the minutes of the October 28, 2013 A&PW meeting as submitted, seconded by Ald. Braithwaite.

The minutes of the October 28, 2013 meeting were approved unanimously 3-0.

III. PUBLIC COMMENT

Scott Sanders, representing the Boocoo Cultural Center, addressed the Committee regarding a low power FM radio station license. Mr. Sanders explained that the municipal water tower in southwest Evanston was identified as the proposed site for a radio antennae and transmitter in its application to the Federal Communications Commission (FCC) for a 100-watt Low Power FM Community radio station license.

He requested the City provide the Boocoo Cultural Center with a letter offering a “reasonable assurance” as to the availability of this antennae location for a permit application. The FCC application deadline is November 14, 2013. If the application is approved by the FCC, construction would begin in roughly two to four years.

Ald. Rainey agreed to enter into a conversation with the Boocoo Cultural Center regarding this issue. She also noted that installing an antennae on a piece of City property is a big deal. Ald. Burrus explained that the Committee cannot vote on this issue tonight because it was not on the agenda. She agreed to refer the request to the office of the City Manager.
Ald. Grover stated that referring the request to the City Manager will get the process started or stopped. However, she does not believe this request can be completed by the deadline of November 14, 2013. Ald. Rainey noted that the City Manager might write a letter to the FCC stating that they City is in talks with the Boocoo Cultural Center and the request is being explored.

IV. ITEMS FOR CONSIDERATION
(A1) City of Evanston Payroll through 10/20/13 $2,716,843.02
(A2) City of Evanston Bills FY2013 11/12/13 $4,405,638.25
Credit Card Activity through September 30, 2013 $134,448.07

For Action
Ald. Grover moved to approve the City of Evanston Payroll (A1) through 10/20/13, seconded by Ald. Burrus. The Committee voted 3-0 unanimously to approve the payroll.

Ald. Grover moved to approve the City of Evanston Bills (A2) through 11/12/13 and Credit Card Activity through September 30, 2013, seconded by Ald. Burrus. The Committee voted unanimously 3-0 to approve the bills list.

(A3.1) Approval of Update and Optimization of Accela (PAL) Software
Staff recommends that City Council authorize the City Manager to execute an agreement with our existing vendor Accela Inc. (2633 Camino Ramon, San Ramon, CA) for an update and optimization of the City’s Accela Automation software system (PAL – Permits and Licensing), in the not to exceed amount of $57,152. Funding is provided by the Computer Licensing and Support Account 1932.62340.

For Action
Ald. Grover moved to recommend authorization for the City Manager to execute an agreement with our existing vendor Accela Inc. (2633 Camino Ramon, San Ramon, CA) for an update and optimization of the City’s Accela Automation software system (PAL – Permits and Licensing), seconded by Ald. Burrus.

At Ald. Rainey’s inquiry, Mark Muenzer, Director of Community Development, explained why the cost decreased from $500,000 to $57,152. The software system was purchased by the City 7 years ago for use across numerous departments. A committee was convened to comprise a list of issues and resolutions to increase the efficiency of the software. The vendor met with City staff from various departments and later submitted a proposal to assess and resolve the issues.

The proposal involved a lot of vendor participation and onsite analysis. There is also the implementation of the Citizen Access Module to allow residents and businesses to electronically apply and track the status of various permits. The cost for this portion of the proposal was over $200,000.

Ald. Rainey asked if this is the same purchase that involved many hours of unused time. Mr. Muenzer replied that the unused hours issue predates him. However, during his analysis of the system staff discovered the unused credit hours that produced a $53,000 credit to the $110,000 quote. The final result is a cost of
$57,152 that will correct immediate issues in Public Works, Community Development and Fire.

Ald. Rainey is concerned that this may not be the correct software for the City. Mr. Muenzer expressed his apprehension after receiving a $450,000 quote from the vendor. He explained that it would take a year or more to explore other systems that may better fit our needs. Mr. Muenzer stated that he has very clearly stated the priorities of this project with the vendor.

Ald. Grover explained how, if properly optimized, the PAL system could make the City more business-friendly by streamlining the permitting and licensing process. However, we cannot afford the $200,000 upgrade.

The Committee voted unanimously 3-0 to recommend execution of the agreement.

(A3.2) Approval Contract Extension for Automotive Oils, Anti-Freeze & Lubricants

Staff recommends that City Council authorize the City Manager to execute an a one-year contract extension with Palatine Oil Company (900 National, Schaumburg, IL) for the purchase of bulk automotive oils, anti-freeze and lubricants in the amount of $60,000. Funding is provided by the Fleet Fund Petroleum Products Account 7710.65035. Funding will be split between FY2013 ($5,000) and FY2014 ($55,000).

For Action
Ald. Burrus moved to recommend that City Council authorize the City Manager to execute a one-year contract extension with Palatine Oil Company for the purchase of bulk automotive oils, anti-freeze and lubricants in the amount of $60,000, seconded by Alderman Grover.

The Committee voted unanimously 3-0 to recommend authorization of the contract extension.

(A3.3) Approval of Contracts for Snow Towing Operations

Staff recommends that City Council authorize the City Manager to execute various contract(s) for Snow Towing Services in an amount not to exceed $75,000. Funding is provided by the Snow and Ice Control General Fund Account 2680.62451.

For Action
Ald. Grover moved to recommend the City Council authorize the City Manager to execute various contract(s) for Snow Towing Services in an amount not to exceed $75,000, seconded by Ald. Burrus.

Ald. Grover clarified that these are the retainers that the City pays to towing services (maximum of 25 contracts) to help with towing during snow emergencies.

The Committee voted unanimously 3-0 to recommend authorization of the contracts.

(A4) Ordinance 100-O-13, Amending Provisions of the City Code Related to Fees and Costs for the Collection of Unpaid Fines
The Transportation/Parking Committee and staff recommend that the City Council adopt Ordinance 100-O-13, which amends City Code Subsection 11-2-2-(A) to specifically provide for the imposition of costs and attorney’s fees incurred in the course of collecting parking fines left unpaid for more than 35 days.

**For Action**

**Ald. Burrus** moved to recommend the City Council adopt Ordinance 100-O-13, which amends City Code Subsection 11-2-2-(A) to specifically provide for the imposition of costs and attorney’s fees incurred in the course of collecting parking fines left unpaid for more than 35 days, seconded by **Ald. Grover**.

At Ald. Rainey’s inquiry, Grant Farrar, City Attorney, informed the Committee that the fees are determined by the comparable municipal attorney fee, which is typically $200 per hour. The hours would be tracked using a fee petition.

Ald. Rainey asked how well the City does with the collection of fees. Rickey Voss, Parking and Revenue Manager, explained that collections are done by Professional Account Management. The billing projection for this year is approximately $105,000. Professional Account Management adds this fee to the process, collects and credits all the fees to the City and backs their fee out through a regular accounting procedure.

Ald. Grover asked Mr. Voss about the purpose of the ordinance amendment. He explained that the ordinance was amended to properly codify this change in order to be proactive.

The Committee voted unanimously 3-0 to recommend adoption of Ordinance 100-O-13.

**(A5) Ordinance 124-O-13, Permitting Issuance of a Class M Liquor License to In Grape Company LLC, 828 Davis Street**

Staff recommends City Council adoption of Ordinance 124-O-13, which amends Subsection 3-4-6-(M) of the City Code to increase the number of authorized Class M liquor licenses to one (1), and thereby permit issuance of a liquor license to In Grape Company LLC d/b/a In Grape Company, 828 Davis Street, LL5, Evanston, IL 60201.

**For Action**

**Ald. Grover** moved to recommend adoption of Ordinance 124-O-13, which amends Subsection 3-4-6-(M) of the City Code to increase the number of authorized Class M liquor licenses to one (1), and thereby permit issuance of a liquor license to In Grape Company LLC d/b/a In Grape Company, seconded by **Ald. Burrus**.

Ald. Rainey noted the provision that recognizes it is unlawful for a Class M licensee to sell or deliver wine from a premises that is mobile.

The Committee voted unanimously 3-0 to recommend adoption of Ordinance 124-O-13.

Staff recommends that City Council adopt the following three (3) ordinances approving the First Amendment to the Howard/Hartrey Tax Increment Financing District.
approved, the Howard/Hartrey Tax Increment Financing (TIF) district will be expanded to include property associated with the street address 222 Hartrey Avenue (“the amendment area”), immediately north of the existing TIF district. Suspension of the Rules is requested for Introduction and Action on November 11, 2013.

(A6) Ordinance 120-O-13, Amending the Tax Increment Redevelopment Plan and Redevelopment Project for the Howard/Hartrey Redevelopment Project Area (“TIF Plan”)
For Introduction and Action

(A7) Ordinance 121-O-13, Designating the First Amendment to the Howard/Hartrey Redevelopment Project Area (“TIF District”);
For Introduction and Action

(A8) Ordinance 122-O-13, Confirming Tax Increment Allocation Financing for the First Amendment to the Howard/Hartrey Redevelopment Project Area
For Introduction and Action
For Action

Ald. Rainey clarified that state law requires adoption of ordinances to amend the tax, designate the geographic location and recommend fund allocations. The term of the TIF district is not being increased.

The Committee voted unanimously 3-0 to recommend approval of the agreement and suspend the rules for passage.

(A9) Ordinance 127-O-13: City of Evanston 2013 Tax Levy
Staff requests consideration of Tax Levy Ordinance 127-O-13, which levies the annual property tax for General Fund Operations, Illinois Municipal Retirement Fund, and Police and Fire Pension funds.
For Introduction

After discussion, the Committee voted unanimously 3-0 to approve Ordinance 127-O-13.

(A10) Ordinance 128-O-13: 2013 Special Service Area #4 Tax Levy
Staff requests consideration of Tax Levy Ordinance 128-O-13, which levies the annual property tax for Special Service Area #4.
For Introduction
Ald. Burrus moved to approve consideration of Tax Levy Ordinance 128-O-13, which levies the annual property tax for Special Service Area #4, seconded by Ald. Grover.

After discussion, the Committee voted unanimously 3-0 to approve Ordinance 128-O-13.
Staff requests consideration of Tax Levy Ordinance 129-O-13, which levies the annual property tax for the Evanston Public Library.

For Introduction
Ald. Grover moved to approve consideration of Tax Levy Ordinance 129-O-13, which levies the annual property tax for the Evanston Public Library, seconded by Ald. Burrus.

The Committee voted 2-1, with Ald. Burrus opposed to adoption of Ordinance 129-O-13.

(A12) Ordinance 5T-O-13: 2013 Evanston Township Tax Levy
Staff requests consideration of Tax Levy Ordinance 5T-O-13, which levies the annual property tax for the Township of Evanston.

For Introduction
Ald. Burrus moved to approve consideration of Tax Levy Ordinance 5T-O-13 which levies the annual property tax for the Township of Evanston, seconded by Ald. Grover.

After discussion, the Committee voted unanimously 3-0 to approve consideration of Tax Levy Ordinance 5T-O-13.

V. ITEMS FOR DISCUSSION
(APW1) Banner Policy
Director Robinson presented a revised proposal recommending changes to the existing banner policy. She asked for the following considerations:
1. Only banners from City-sponsored events or City-funded banners will be allowed.
2. Allow banners to be displayed only between May 1st through October 31st (previous proposal stated June 1st).
3. Limit the permit display time to a maximum of six (6) months (previous proposal states a maximum of three (3) months with a three (3) month renewal).
4. Restrict banners from primary routes with four lanes of traffic i.e. Ridge Avenue and Green Bay Road, except in business district and adjacent to exempt entities (previous proposal offered no exceptions).
5. Exclude separate units of local government from this policy that install their own banners and assume their own liability, i.e. Evanston School District 65, Ridgeville Park District, and Evanston School District 202, hospitals, universities and Downtown Evanston. (Previous proposal offered exceptions only to local government units and Downtown Evanston).

If the proposed changes to the existing policy are approved, staff will remove all banners after November 30, 2013 and will adhere to the display timeframe of May 1st to October 31st going forward.

Ald. Burrus expressed concern with banners displayed in Grey Park on Ridge and Main. She acknowledged that this is most likely a Parks and Recreation issue, however, these banners need to be addressed. She spoke to former Parks Director
Gaynor who stated people would request banners in the park and were not charged by the City for installation. Ald. Rainey requests a reference sent to the Parks and Recreation department asking about a policy of posting banners.

Ald. Grover suggested consulting with business districts about their desire to have banners on the light poles to address the concern of installation on major routes. City Manager Bobkiewicz stated that Ald. Wilson has also expressed concern with the appearance of Grey Park. Downtown Evanston and the City have installed permanent enclosed signage across from Fountain Square. City Manager Bobkiewicz thinks this could be an alternative to banners in Grey Park. As this is a separate issue, he will come back to a future meeting for further discussion.

VI. COMMUNICATIONS
There were no communications.

VII. ADJOURNMENT

The Committee voted unanimously 3-0 to adjourn. The meeting was adjourned at 6:34 p.m.

Respectfully submitted,
Janella Hardin