Administration and Public Works Committee Meeting
Minutes of September 23, 2013
City Council Chambers – 5:45 p.m.
Lorraine H. Morton Civic Center

MEMBERS PRESENT: P. Braithwaite, J. Grover, D. Holmes, A. Rainey, C. Burrus


PRESIDING OFFICIAL: Ald. Holmes/Ald. Rainey

I. DECLARATION OF QUORUM

A quorum being present, Ald. Holmes called the meeting to order at 5:52 p.m.

II. APPROVAL OF REGULAR MEETING MINUTES OF SEPTEMBER 9, 2013.

Ald. Grover moved to approve the minutes of the September 9, 2013 A&PW meeting as submitted, seconded by Ald. Braithwaite.

The minutes of the September 9, 2013 meeting were approved unanimously 4-0.

III. ITEMS FOR CONSIDERATION

(A1) City of Evanston Payroll through 9/8/13 $2,787,055.58

(A2) City of Evanston Bills FY2013 9/24/13 $5,395,610.95

For Action
Ald. Grover moved to approve the City of Evanston Payroll (A1) through 9/8/13, seconded by Ald. Braithwaite. The Committee voted 4-0 unanimously to approve the payroll.

Ald. Burrus moved to approve the City of Evanston Bills (A2) through 9/24/13, seconded by Ald. Braithwaite. The Committee voted unanimously 5-0 to approve the bills list.

(A3.1) Approval of Purchase of Trees and Planting Services for Fall Planting from Suburban Tree Consortium

Staff recommends approval of the purchase of 250 trees and planting services for 100 trees from Suburban Tree Consortium (STC) in the amount of $57,055. Funding is provided by the Parks/Forestry Division Account 3525.65005. The total budget for this line item is $80,000 which is used for both the spring and fall planting seasons. The second source of funding is the “I Heart Evanston Trees” fundraising campaign in conjunction with our new “Replant Express” program. This effort raised nearly
$20,000 which will allow us to plant 100 extra trees this fall. The balance of funding is provided by the Tree Preservation Account 3525.53667.

**For Action**

Ald. Burrus moved to recommend approval of the purchase of 250 trees and planting services for 100 trees from Suburban Tree Consortium (STC) in the amount of $57,055, seconded by Ald. Braithwaite.

The Committee voted unanimously 4-0 to recommend approval of the purchase.

Ald. Grover thanked all Evanston residents for their contributions to the “I Heart Evanston Trees” fundraising campaign. The effort will allow the planting of 100 extra trees this fall.

**(A3.2) Approval of Single Source Purchase of Front-End Loader Repair Services from West Side Tractor Sales Company**

Staff recommends approval for repair expenses associated with the required repairs to “front-end loader” (# 659) in the amount of $33,106.44 from West Side Tractor Sales Company (1560 N. Old Rand Road, Wauconda, IL). West Side Tractor is the authorized single-source service provider for John Deere Construction Equipment products. Funding is provided from the FY2013 Fleet Services Account “Material to Maintain Autos” 7710.65060, which has $950,000 budgeted for equipment service.

**For Action**

Ald. Burrus moved to recommend approval for repair expenses associated with the required repairs to “front-end loader” (# 659) in the amount of $33,106.44 from West Side Tractor Sales Company, seconded by Alderman Grover.

The Committee voted unanimously 4-0 to recommend approval for repair expenses.

**(A3.3) Approval of Contract with Heartland Business Systems for the Evanston VoIP (Voice over Internet Protocol) Phone System (Bid 13-57)**

Staff recommends City Council authorize the City Manager to execute a contract for the Evanston VoIP Phone System with Heartland Business Systems (5400 Patton Drive, Unit 4B, Lisle, IL), in the amount of $68,830.96. Funding will be provided by IT Personal Computer Equipment Account 1932.65555. FY 2013 has a budget of $284,200, and current balance of $178,739.

**For Action**

Ald. Grover moved to recommend approval of the contract, seconded by Ald. Burrus.

The Committee voted unanimously 4-0 to recommend approval of the contract.

**(A4) Approval of Expenditure of Public, Education & Government (PEG) Funds to Evanston Community Television (ECTV), Evanston/Skokie School District**
65 and Evanston Township High School District 202 for Equipment Purchases Used to Support PEG Channels

Staff recommends expending $108,100 for equipment purchases for the four Evanston PEG Channels. ECTV requests approximately $71,600, $30,000 for School District 202 and $6,500 for School District 65. Funding is provided by Account 1510.52181 - PEG Fees; $100,000 Budgeted in FY 2012 and $100,000 FY 2013.

For Action

Braithwaite moved to recommend expending $108,100 for equipment purchases for the four Evanston PEG Channels, seconded by Ald. Burrus.

The Committee voted unanimously 4-0 to recommend approval of the expenditures.

Ald. Grover pointed out that the funds for the equipment purchases do not come from the City’s General Fund, but rather from franchise fees through the State of Illinois.

Matt Sventkofske, Intergovernmental Affairs Coordinator, added that the franchise fee funds are dedicated only for equipment purchases.

(A5) Single Audit for FY 2012

Staff recommends City Council review and place on file the Single Audit report for the fiscal year ending December 31, 2012.

For Action


Marty Lyons, Assistant City Manager/CFO, introduced Single Auditor Hilda Renteria.

The Committee voted unanimously 5-0 to accept and place on file the Single Audit report.

Ald. Rainey confirmed that the audit involved approximately $11.2 million dollars of federal funds that we receive and spend.

(A6) Ordinance 97-O-13, Sale of Surplus Vehicles and Equipment

Staff recommends adoption of Ordinance 97-O-13 authorizing the City Manager to publicly offer for sale various vehicles and equipment owned by the city through public auction. The vehicles are presently out of service.

For Introduction

Ald. Grover moved to recommend adoption of Ordinance 97-O-13, seconded by Ald. Holmes.

The Committee voted unanimously 5-0 to recommend approval of Ordinance 97-O-13.
(A7) Ordinance 102-O-13, Decrease Class B Liquor License Due to Change in Ownership of Flat Top Grill, 707 Church Street
Staff recommends City Council adoption of Ordinance 102-O-13.
For Introduction

Ald. Holmes moved to approve City Council adoption of Ordinance 102-O-13, seconded by Ald. Grover.

Zubin Kammula, Counsel for the incoming owner of Flat Top Grill, explained that his client purchased the franchise as part of a bankruptcy acquisition. He stressed that no operational changes will occur and the restaurant will retain the same management and staff. They are only seeking a new liquor license issued under the new corporate name.

After discussion, the Committee voted unanimously 5-0 to adopt Ordinance 102-O-13.

(A8) Ordinance 103-O-13, Increase Class B Liquor License Due to Change in Ownership of Flat Top Grill, 707 Church Street
Staff recommends City Council adoption of Ordinance 103-O-13.
For Introduction

Ald. Holmes moved to approve City Council adoption of Ordinance 103-O-13, seconded by Ald. Grover.

After discussion, the Committee voted unanimously 5-0 to adopt Ordinance 103-O-13.

(A9) Ordinance 90-O-13, Proposed Revisions to Title 3, Chapter 4 Liquor Control Regulations
Staff recommends consideration of the comprehensive revision of the City Code concerning liquor regulations. The Mayor and Local Liquor Control Board recommend adoption following discussion conducted in March and April 2013. Following Committee direction on September 9, 2013, staff prepared a summary table of liquor classes within the proposed code amendment at section 3-4-6. In addition, the Committee held the Ordinance for further discussion.
For Introduction

Ald. Braithwaite moved to approve City Council adoption of Ordinance 90-O-13, seconded by Ald. Burrus.

Ald. Grover thanked Grant Farrar, City Attorney, for improving the finalized version of the Ordinance. She remarked that it reads much better, is very well-organized and will be very useful for business owners and Council members.

At Ald. Rainey’s inquiry, Mr. Farrar stated that licensees are learning of the changes from the Liquor Control Review Board review. There has been no response from licensees.
Mr. Farrar followed up on a comment by Ald. Rainey regarding license fees from the previous meeting. There have been no change in fees, however, there is one proposed change to the code. Two groups would be consolidated into one large Class C group and be able to sell liquor. The fee for this new class would increase from $1,800 to $2,800 annually. Staff proposes this ordinance to take effect January 1, 2014. Also, staff proposes to grandfather the annual fee for current licensees and then on a rolling-forward basis after.

Ald. Rainey expressed concerned that the annual fee is the same for all entities within a class regardless of their size. Mr. Farrar will review different comparables within each class including sales, square footage and local vs. multi-state entities.

Ald. Braithwaite said he received feedback from businesses that cater beer and wine that the $1,800.00 fee is too high. Also, in addition to the fee these businesses are required to pay for security. He asked for a fee breakdown by party size. Mr. Farrar acknowledged that a “one size fits all” approach isn’t practical or business-effective. This is an opportunity for the Council to review and offer suggestions and ideas as feedback comes in from the community.

After discussion, the Committee voted unanimously 5-0 to adopt Ordinance 90-0-13.

IV. ITEMS FOR DISCUSSION

(10) Snow Parking Fees Discussion Update
Staff requests direction from the Administration and Public Works Committee on increasing the fines for relocation tickets issued during snow emergencies.

For Discussion

On July 15, 2013, Jim Maiworm, Assistant Director of Public Works Operations and Maintenance, provided an overview of the snow program and fee structure. At that time Council requested additional information on non-compliant areas and the City’s costs for associated snow/towing operations.

Due to the mild winters in recent years, the data used to calculate the City’s costs for snow route parking bans and snow emergencies are derived from the winter season of 2007/2008.

Mr. Maiworm provided a packet with tables that describe the true cost of a theoretical average winter and scenarios that propose a fee increase for snow relocation fee. The purpose is to impose the fee on residents that do not comply in order to recoup the City’s cost for the operation.

Ald. Grover appreciates the map with the snow towing “hot spots.” She asked if there was a way to inform residents prior to snow season that they live in a snow towing hot spot. Suzette Robinson, Director of Public Works, responded that in the past there was a warning period in lieu of issuing tickets. This information can be distributed with the updated snow brochure and reminders.

Ald. Holmes remarked that there are no hot spots west of Asbury.
Ald. Rainey asked Jim Maiworm if the loudspeaker is used to warn residents about impending towing. Mr. Maiworm responded that it is standard routine practice to announce towing by loudspeaker immediately preceding towing on any block.

Ald. Grover pointed out that although this initiative is framed as a revenue generator, the true purpose is to recoup our actual costs and fining those that are responsible for creating the cost. She is concerned that residents will view it as a profit center for the City. Ald. Rainey remarked that this is not generating revenue, it is catching up on some of the costs.

At Ald. Rainey’s inquiry, Mr. Maiworm predicted a normal winter of 34-38 inches of snow. The current budget for snow is $750,000-$800,000. The cost varies due to frequency of storms.

Ald. Grover moved to refer back to Staff the recommendation to increase the fee for snow relocation to $150.00 per occurrence, seconded by Ald. Braithwaite.

(APW2) Proposed Creation of a Complete & Green Streets Ordinance
Staff recommends that the Administration and Public Works Committee provide direction on the Complete and Green Streets Ordinance.

For Discussion

The Department of Public Works requested the assistance and expertise of the Environment Board to develop the concept. The Environment Board has conducted research and developed a working document summarizing its findings regarding a Complete and Green Streets ordinance for consideration by the Administration and Public Works Committee.

Director Robinson explained that the support of Complete and Green Streets by our governing body increases our ratings score to make Evanston more eligible for state and federal grant funding.

Susan Besson, Chair of the Evanston Environment Board, presented the concept of Complete and Green Streets. Complete Streets are for everyone. It refers to a transportation policy and design approach that considers streets to be part of a network that serves users of all ages and abilities who use a variety of modes of transportation: motorists, bicyclists, pedestrians, and transit users. This means that streets are planned, operated, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities, regardless of their mode of transportation.

Why a Complete Streets ordinance?
1. Complete Streets makes fiscal sense. Planning safe and accessible features at the outset enhances funding opportunities and spares the expense of retrofits later. Increasingly, federal and state/municipal funding opportunities such as the Illinois Transportation Enhancement Program (ITEP), as well as private grants from organizations such as Bikes Below requires a Complete Streets policy or favors cities that demonstrate Complete Streets practices.
2. Complete Streets makes economic sense, bolstering economic growth and stability by providing access and efficient connections between residences, schools, parks, public transportation, offices, and retail destinations.

3. Complete Streets improves safety by reducing crashes through safety improvements. For example, Orlando, Florida reduced Edgewater Drive from four lanes to three with bike lanes and streetscape added. The change reduced crashes 35% and increased bicycling and walking by 23% and 30% respectively.

4. Complete Streets means healthy streets because they encourage more walking and biking, helping users of all abilities get exercise and maintain independence. The American Journal for Public Health notes “persons reporting a place to walk were significantly more likely to meet current recommendations for regular physical activity than were those reporting no place to walk. There was a direct relation between the convenience of the walking place and the proportion of respondents meeting current activity recommendations.”

5. Complete Streets eases transportation woes. More travel options help reduce traffic congestion. Designing streets only for automobiles reduces opportunities for safe travel choices that can ease traffic congestion: walking, bicycling, and taking public transportation. Half of all trips in metropolitan areas are three miles or less, and 28 percent are one mile or less, and many of those trips were very short.

6. Complete Streets improves air quality and reduce GHG emissions through reducing vehicle traffic. Approximately 14% of Evanston’s total CO2 emissions come from gasoline and diesel.

Sample Goals for Evanston’s Complete & Green Streets Ordinance
1. Enhance grant and funding options for Evanston projects by being a Complete Streets community.
2. Provide a network of safe travel options for Evanston’s diverse population of all ages and abilities, connecting transit systems, regional trail systems, commerce and retail areas, and employment centers for bicycle, pedestrian and vehicle travel.
3. Reduce the environmental impact of our transportation infrastructure by incorporating green infrastructure strategies to reduce waste, storm water runoff and energy consumption.
4. Maintain Evanston’s status as a leader in sustainable and inviting communities.
5. Develop and maintain Evanston’s unique quality of place as a destination for residents, businesses and visitors.
6. Promote a more active and healthy population by enhancing mobility options and encouraging walking and biking among Evanston citizens.
7. Create a useful framework that supports the goals of City guiding documents and can be used across City departments in planning and implementing multi-modal plans, policies, documents, and reviews.

Proposed Timeline
September 23, 2013 - Presentation of Complete & Green Streets ordinance concept to A&PW Committee
October 10, 2013 - Environment Board meeting - Revise draft ordinance
November 11, 2013 - Present draft ordinance to Council for introduction
Goal: Ordinance in place by end of 2013
Ald. Grover remarked that it makes great sense to formally incorporate this plan into our policies. She recommended making it part of the general municipal policy to support Complete and Green Streets.

Ald. Rainey expressed her extreme discontent with the Davis Street project. It does not look finished. She recommended never doing a project involving so much space in such a small area. Ald. Rainey asked Ms. Besson to include protections for those that will experience the renovations of the Complete and Green Streets projects.

Director Robinson explained that the challenge in this project, unlike the Church St. project, has been the huge amount of utility work. The sewer work is 100% complete. The water work will be completed next week. Ald. Rainey stated that a water main broke over the weekend and businesses downtown were without water. She feels very strongly that something needs to be done immediately to restore confidence in the City’s efforts.

Ald. Grover referred to the Cleveland Complete Streets Ordinance. She recommended using it as a model for the Evanston’s ordinance.

Director Robinson shared that Public Works is having discussions about the phasing of projects. A variety of alternatives will be presented to Council for future projects.

(APW3) Update of Existing Procedures for Annual Wheel Tax
Staff requests the Administration & Public Works Committee review and discuss 2014 vehicle sticker.

For Discussion

Rick Voss, Parking Revenue Manager, introduced the Stickerless for 2014 initiative. The process would provide the following improvements:
- Easier compliance for residents
- Elimination of vehicle sticker loss/fraud
- Streamlined application process
- Faster processing of renewal requests
- Enhanced enforcement
- New internet based services
- Stickers would still be available upon request

In 2012, the Council approved the purchase of new License Plate Recognition (LPR) hardware and software for two (2) Parking Enforcement vehicles. Integrating the City Sticker/Wheel Tax with LPR technology will allow the City to provide a more efficient as well as green alternative in tracking the collection of wheel tax revenue.

Through the use of the Illinois Secretary of State motor vehicle files, and our current vendor Third Millennium, City staff have developed and maintained a record of all vehicles required to be registered in Evanston to include all vehicle stickers purchased in Evanston. This record is updated frequently and loaded into the LPR software. The LPR system is used to verify which vehicles are registered to Evanston and whether or not a wheel tax was paid.
Ald. Rainey asked if our police officers check for city sticker compliance and ticket. Mr. Voss explained that police seldom have the time during their shift. With the implementation of the new procedure it will be done more efficiently using LPR and no longer the responsibility of the Police Department.

The new process will no longer require the need to display a physical sticker. A website would be established that would allow residents who renew either by mail or online to verify that their renewal applications have been processed. When applying in person the resident would receive a stamped receipt as proof of payment.

The City has also added new functionality to its web-based services. Residents will be able to pay their annual wheel tax and renew residential permits through our current vendor, Third Millennium, for no additional charge. When a resident receives a renewal form in the mail it will have an online ID that will allow them to both pay for their wheel tax and renew their residential permit online.

Online applications for just a wheel tax would be processed by our vendor Third Millennium while residential permit renewals would be processed in the City Collector’s Office. The Collector’s Office will verify that all permit renewals are in compliance (all outstanding parking citations are paid) and the permit would mailed out of the City Collector’s office. Ald. Rainey asked Mr. Voss to confirm that residents will not be charged a service fee for paying online.

In addition to online renewals, new applicants will be able to apply for both their wheel tax and residential permit through the City of Evanston’s website. Upon completing the online application the order would be forwarded to the City Collector’s Office and once approved the applicant would be prompted to pay. Once a payment has been processed a residential permit would be mailed out by the City Collector’s office, if required.

Ald. Grover asked how many vehicle stickers are issued each year. She also inquired about the current use of the LPR system. Mr. Voss replied that at last glance, there are a little over 36,000 vehicle stickers issued in the City. The LPR system is being used for 2-hour time enforcement and boot-eligible vehicles. At this time LPR cannot be used to identify illegally transferred stickers.

Ald. Burrus asked Mr. Voss to discuss future uses of the LPR system with other projects in process. He explained that there is research in process for an Evanston shoppers permit. The plan is for shoppers to be able to purchase parking time in advance that will be tied directly to their license plate and wrapped into the LPR system.

Ald. Rainey and Ald. Grover inquired how and when residents will be notified about this initiative. Mr. Voss is working with Erika Storlie and Community Engagement to blast a notification to the community and via the web.
Marty Lyons, Assistant City Manager/CFO, clarified that during this transitional year residents will still receive paper forms with instructions to renew online. There will be an option to be notified and renew by e-mail in 2015. Currency exchanges will receive blank forms that can be completed by new and current applicants. Residential stickers cannot be purchased at currency exchanges.

Sue Brenner, 2819 Harrison, asked if residents who complete a paper form will have access to the online form next year. Mr. Voss explained that paper forms will be manually processed by the City and a notification mailed out with the option to renew online.

Ald. Rainey asked why there is no requirement to pay outstanding parking tickets before renewing the city sticker. Mr. Voss explained that per City code residents are only required to pay outstanding tickets for residential stickers only.

Mr. Voss added that he is seeking clarification of the term “display” in the ordinance with Michelle Masoncup, Assistant City Attorney, prior to enforcement.

Ald. Rainey asked if Evanston Vehicle Parking (EVS) only stickers will be affected. Mr. Voss stated that EVS only stickers will still be required for temporary residents who aren’t required to pay a wheel tax. Permanent Evanston residents with registered vehicles will no longer need and EVS only sticker.

V. COMMUNICATIONS
There were no communications.

VI. ADJOURNMENT

Ald. Rainey moved to adjourn, seconded by Ald. Grover.

The Committee voted unanimously 5-0 to adjourn. The meeting was adjourned at 6:58 p.m.

Respectfully submitted,
Janella Hardin