1. Call to Order / Declaration of Quorum

2. Citizen Comments

3. Approval of Meeting Minutes of May 23, 2018

4. Sherman Ave Bus Stop Relocation

5. Dodge Ave Bus Stop Pilot

6. Dockless Bike Share Ordinance

7. Divvy Update

8. Parking District Pilot Program

9. Updates:
   Transportation and Mobility Updates
   Parking Updates

10. ADJOURNMENT

Next Meeting: WEDNESDAY, JULY 25, 2017 at 6:00pm
1. Call to Order / Declaration of Quorum
   Chairman Ald. Wynne declared a quorum at 6:05 P.M.

2. Citizen Comments
   None

3. Approval of Meeting Minutes of April 25, 2018
   Item 1
   Motion to approve made by Ald. Fleming and seconded by Ald. Revelle
   A vote was called and taken. Motion passed unanimously.

4. Transportation & Parking Committee Membership
   Parking Manager Jill Velan recapped why the committee is looking to change the number of members from 9 to 7, she brought up that with a rules committee meeting being set for June that it’s be in the best interest to get this change on the docket if possible. The updated purpose of the Transportation and Parking committee was discussed, including being sure to incorporate the new Complete Streets Guide into it.

   There was some talk of concerns about how implementing the Complete Streets Guide would affect the committee and how the Guide has not been fully adopted throughout the city. The better used of analytics and metrics going forward is also discussed. Transportation and Mobility Coordinator Jessica Hyink brings up how she is working with engineering on figuring out the best way to implement the Complete Streets Guide citywide and how she plans to bring the implementation plans to a future committee meeting.

   Item 2
   Motion to approve recommendation to reduce committee members from 9 to 7 made by Ald. Revelle and seconded by T. Dubin
A vote was called and taken. Motion passed unanimously.

5. 609 South Blvd Loading Zone
Parking Manager Jill Velan presented the request from the Ice House Gallery for a loading zone on the block. It was suggested that the city implement a seasonal loading zone from 4/1 – 10/31 at the east end of the block. There was some discussion about the placement of the loading zone to make sure enough clearance was given at the intersection of South Blvd and Callen Ave.

Item 3
Motion to approve loading zone made by Ald. Fleming and seconded by B.J. Miller
A vote was called and taken. Motion passed unanimously.

6. Chicago Transit Authority (CTA) Memorandum of Understanding
Leah Dawson Mooney from the CTA went over the current CTA renovation plans. Current plans include the renovation of 21 stations alone the Red and Purple lines. Phase one which includes sections of the Red line is set to begin in 2019 and go through 2025. Some parts of the various studies will overlap so Jessica Hyink and the CTA was looking for a memo of understanding could be signed to allocate the unused Washington National Tiff Fund Project towards this project. There were concerns about additional Evanston money being needed down the road and it may be needed that hasn’t been determined yet. But the CTA is looking at various federal programs, state funds, as well as other outside sources.

More funding becomes available as the project moves into different phases as the eligibility changes with how far a project has progressed. The project would renovate and bring all Purple line stations up to ADA compliance. Currently there are 80,000 riders a day on the Purple line.

Item 4
Motion to approve reallocating Tiff funds to CTA Purple Line renovation made by Ald. Revelle and seconded by L. Young
A vote was called and taken. Motion passed unanimously.

7. Divvy for Every Evanstonian
Transportation and Mobility Coordinator Jessica Hyink informed that the program has a $5 one time annual membership. Eligibility is based on the same income guidelines that the city uses for Parks and Recreations programs. There are no additional fees for the city and the program will roll out in June 2018.

Currently there are 3 wards that do not have Divvy stations and the city has an option to purchase 3 used stations from Oak Park to potentially fill this gap in coverage. Some questions were brought up about the how the current priority based budgeting could affect the program going forward. Jessica brought up the potential advertising funds that may open up to the city in early 2019. She also states that when the ad revenue kicks in that the program will become cost neutral.
No approval is needed at this time because there is no additional cost for this program, however, the purchase of 3 additional station from Divvy is to be brought back to a future committee meeting.

8. CTA/Pace Phase 1 update
This was an update to the previously proposed changes to various bus routes throughout Evanston. Some details could not be discussed at the time of the meeting due to final approvals being needed by some city officials but the main takeaway was that modifications were needed to the originally proposed changes and that more details should be available around memorial day. Alderman Wynne talked about how it was a very positive meeting and that she felt that Evanston’s voice was heard.

9. Adjournment

   A Motion to adjourn was made by Ald. Fleming seconded by Ald. Revelle at 7:34 P.M. A vote was called and then taken. Motion passed unanimously.

   The next Committee Meeting is June 27, 2018.
Memorandum

To: Alderman Melissa Wynne, Chairman
Members of the Transportation & Parking Committee

From: Jessica Hyink, Transportation & Mobility Coordinator
Jill Velan, Parking Division Manager

Subject: Bus Stop Relocation and Parking Removal at Sherman and Foster

Date: June 22, 2018

Recommended Action:

Recommend City Council approve the removal of three parking spaces on the southeast corner of Sherman Ave at Foster St for the purpose of relocating the Northwestern University shuttle bus stop to avoid conflicts with the intersection to the north and the driveway for Sherman Terrace Condo Association.

Livability Benefits:

Built Environment: Promote diverse transportation modes

Summary:

The northbound bus on the Northwestern University Evanston Loop Shuttle currently interferes with traffic at and near the intersection of Sherman Ave at Foster St. The current Sherman stop is a far-side stop located just north of the Sherman/Foster intersection. The bus stops at the driveway of Sherman Terrace Condo Association (Sherman Terrace), where students wait in the driveway. Sherman Terrace has a parking garage of 18 spaces.

Sherman Terrace has submitted complaints to Northwestern University and Alderman Fiske about the conflict between vehicles entering the driveway and pedestrians waiting for the bus. Staff has determined this conflict is a safety hazard for pedestrians.

Additionally, there is not sufficient room at the existing bus stop for the bus to pull over. This can caused the bus to partially extend into the Sherman/Foster intersection. This poses a conflict with vehicles moving west from Foster Ave. Pedestrians crossing the street at this location are also hidden from view of traffic moving east on Foster Ave. When the bus is stopped at this location, pedestrians cannot cross east or west across Sherman Ave. Staff has determined this conflict is a safety hazard to pedestrians and vehicles.

After reviewing alternative locations, staff recommends moving this stop to the southeast side of the intersection to be a near-side stop. The proposed location will improve safety as there is no
driveway, the area is already partially marked as no parking, and visibility and lighting is better than the existing location. Three on street parking spaces will have to be removed to accommodate the bus pulling to the curb. The Parking Division Manager has reviewed the site and determined the removal of this parking will not pose a burden to the neighborhood and will improve safety overall.

Alderman Fiske recommends the relocation of this bus stop to the southeast corner of Sherman at Foster.

Figure 1: Existing and Proposed Bus Stop Relocation Conditions
To: Alderman Melissa Wynne, Chairman  
    Members of the Transportation & Parking Committee  

From: Jessica Hyink, Transportation & Mobility Coordinator  

Subject: Dodge Avenue Bus Stop Pilot Program  

Date: June 22, 2018  

Summary:  

On July 1, 2016, the Federal Highway Administration submitted a letter to the City of Evanston regarding findings of inaccessibility to a bus shelter at Dodge Ave and Main St. The City responded to the letter with action steps and addressed the accessibility concerns with the bus shelter at Dodge Ave and Main St. The CTA also received a letter from the Federal Transit Administration concerning ADA noncompliance of bus stops on Dodge Ave from Main St to Oakton St.  

In 2017, the City and CTA worked on a plan to transition from flag stops to permanent bus stops. Flag stops allow passengers to signal to the bus to stop at any location. The location of the passenger is not always a safe location for the bus to stop or pick up a passenger. Drivers may have to ask the passenger to move toward a safer location. Due to a lack of timed stops, routes with flag stops often fall behind schedule, increasing the likelihood for reduced ridership, due to the unpredictability of the route.  

On March 20, 2018, the CTA submitted site plans for review by City staff. These plans were submitted to Alderman Fleming and Alderman Brathwaite for review. Alderman Fleming recommended the removal of the northbound and southbound Keeney stops. Alderman Brathwaite did not submit any changes.  

Next Steps:  

Staff will hold a public hearing in July to gain public participation on the proposed bus stops on Dodge Ave between Main St and Oakton St. Flyers will be distributed to residents along the corridor. Additional information will be posted online through press releases and newsletters.
DODGE/OAKTON - NORTHBOUND
PROPOSED BUS STOP IMPROVEMENTS

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Route #93, 206 proposed bus stop change

OAKTON ST.

DODGE AVE.

85'

"NO PARKING BUS STOP-
RIGHT ARROW"
INSTALL AT 85' NORTH
OF PROPERTY LINE

CTA BUS STOP SIGN
INSTALL AT 70' NORTH
OF PROPERTY LINE

33' LENGTH
SIDEWALK PAD
PLACED BETWEEN
36' AND 70' NORTH
OF PROPERTY LINE,
**DODGE/KEENEY - NORTHBOUND**

**PROPOSED BUS STOP IMPROVEMENTS**

- **PARKED VEHICLE**
- **"NO PARKING BUS STOP- RIGHT ARROW" INSTALL AT 75' NORTH OF CORNER (KEENEY CURB LINE)**
- **CTA BUS STOP SIGN INSTALL AT 50' NORTH OF CORNER (KEENEY CURB LINE)**
- **36' LENGTH SIDEWALK PAD PLACED BETWEEN CORNER (RADIUS RETURN) AND FIRST DRIVEWAY**

**Legend**

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

DRAFT | 2/21/18 | JO
Dodge/Monroe - Northbound
Proposed Bus Stop Improvements

- CTA Bus Stop Sign
  - Install at 5' south of radius return

- Approximate 30' length sidewalk pad
  - Between the tree and corner

- Remove two parking spaces

- "No Parking - Bus Stop - Left Arrow"
  - Install at 85' south of radius return

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
DODGE/WASHINGTON (N. LEG) - NORTHBOUND
PROPOSED BUS STOP IMPROVEMENTS

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection

Route #93, 206 proposed bus stop change

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
DODGE/MAIN - NORTHBOUND
PROPOSED BUS STOP IMPROVEMENTS

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection

 Route #93, 206 proposed bus stop change

DRAFT | 2/21/18 | JO
**DODGE/WASHINGTON (S. LEG) - SOUTHBOUND PROPOSED BUS STOP IMPROVEMENTS**

![Diagram of bus stop improvements](image)

- **"NO PARKING BUS STOP-LEFT ARROW" INSTALL AT 85' NORTH OF RADIUS RETURN**
- **22' LENGTH SIDEWALK PAD PLACED BETWEEN CORNER AND FIRST SIDEWALK, CTA BUS STOP SIGN INSTALL AT 5' NORTH OF RADIUS RETURN**

**Legend**

- Red dot: Proposed "No Parking Bus Stop" sign location
- Blue dot: Proposed CTA bus stop sign location
- Yellow: Proposed pad location
- Purple: Signalized Intersection

**Route #93, 206 proposed bus stop change**
CLEVELAND ST. (NORTH LEG) - SOUTHBOUND
PROPOSED BUS STOP IMPROVEMENTS

"NO PARKING-BUS STOP-LEFT ARROW" INSTALL AT 85' NORTH OF RADIUS RETURN
REMOVE TWO PARKING SPACES
CTA BUS STOP SIGN INSTALL AT 5' NORTH OF RADIUS RETURN
APPROXIMATE 25' LENGTH SIDEWALK PAD BETWEEN THE TREE AND CORNER

CLEVELAND ST. (NORTH LEG)
DODGE AVE.

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
KEENEY ST.

DODGE AVE.

"NO PARKING BUS STOP-RIGHT ARROW" INSTALL AT 85' NORTH OF RADIUS RETURN

SIDEWALK PADS PLACED BETWEEN CORNER (RADIUS RETURN) AND FIRST TWO SIDEWALKS

CTA BUS STOP SIGN INSTALL AT 5' NORTH OF RADIUS RETURN

93 (206)

REMOVE TWO PARKING SPACES

85'

KEENEY ST.

DODGE AVE.

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
Dodge/Oakton - Southbound
Proposed Bus Stop Improvements

Legend

- Proposed "No Parking Bus Stop" sign location
- Proposed CTA bus stop sign location
- Proposed pad location
- Signalized Intersection
- Path of bus

Route #93, 206 proposed bus stop change
Memorandum

To: Alderman Melissa Wynne, Chairman
    Members of the Transportation & Parking Committee

From: Jessica Hyink, Transportation & Mobility Coordinator

Subject: Development of a Dockless Bike and Scooter Share Ordinance

Date: June 22, 2018

Summary:

The City of Evanston currently owns a station-based bike share program, Divvy Bikes. This program is operated by Motivate under a contract with the City. Although ridership continues to increase, the installation of stations makes expansion of the system more difficult. Dockless bike share companies are providing an alternative to the station based approach. These companies are often funded by venture capitalists and do not currently earn a profit, proving risky to invite any one company to expand bike share options in Evanston, as there is no guarantee the company will continue beyond its venture capitalist funding. Additionally, there are quality control issues with dockless bike share companies who are not members of the North American Bikeshare Association (NABSA).

Electric scooter share companies have also expanded transportation options in several municipalities. Like dockless bike share companies, electric scooter companies are funded by venture capitalists.

Some dockless bike share and electric scooter share companies have distributed bikes and scooters without permission or coordination with municipalities. Common solutions to this problem are ordinances requiring business permits and restricting use of public right-of-way without permission by the municipality. Business permits have the added benefit of generating revenue for the placement of shared bicycles and scooters in the public right-of-way. These ordinances can also require membership in NABSA to ensure quality bikes are installed.

Background:

Earlier this year, the City of Chicago announced a dockless bike share pilot project. A permitting process was established for this pilot program, which runs from May 1, 2018, to November 1, 2018. The pilot program boundaries are on the south side of Chicago, starting at 79th Street to the southern limits of the city. Dockless bike share companies
are required to return bikes to the pilot area within two hours and may not be rented by a customer until returned to the pilot area. The details of the pilot program are available in Attachment 1: City Of Chicago Permit Requirements – For Dockless Bikeshare Vendors Only.

Although the City of Chicago does not have any current plans to expand its pilot dockless bike share program, expansion may occur in future. Having an ordinance in place that is compatible with the Chicago program will ensure continuity across municipalities.

Next Steps:

Staff recommends the Committee review the attached “City Of Chicago Permit Requirements – For Dockless Bikeshare Vendors Only.” This document includes edits and staff comments for consideration. Northwestern University staff in Neighborhood and Community Relations, Transportation & Parking Services, and sustainNU have all been asked to review and provide comment on this document to ensure Northwestern University is represented in any regulations the City may establish.

In order for inclusion in a draft ordinance for consideration at the July Transportation and Parking Committee meeting, staff recommends comments on the attached document are submitted no later than July 18, 2018.
Attachment 1: City Of Chicago Permit Requirements – For Dockless Bikeshare Vendors Only

**CITY OF CHICAGO-EVANSTON PERMIT REQUIREMENTS – FOR DOCKLESS BIKESHARE VENDORS ONLY**

**Emerging Business Permit – Objective Criteria for May 1st, 2018 Launch**

1. Vendor must be and remain a member in good standing for the full duration of the permit term with the North American Bikeshare Association (NABSA), or a comparable bikeshare association that: (i) has a focus to support bikeshare systems in cities with 500,000 or more population, and (ii) has a code of conduct for its members that promote a safe, reliable, and equitable bikeshare system, as determined by the City’s Commissioner of Business Affairs and Consumer Protection, in consultation with the City’s Commissioner of Transportation. The purpose of the requirement imposed in this paragraph 1 is to ensure that vendors adhere to guidelines that help bikeshare systems operating in large cities to be safe, equitable, and reliable as detailed in NABSA’s code of conduct (https://nabsa.net/code-of-conduct/), or the comparable bikeshare association’s code of conduct.

2. Vendor must have demonstrated experience in offering a dockless bikeshare program in a major city with an urban setting, including a university with a population of 500,000 or more, population without license or permit revocation.

3. Vendors may deploy up to 250[b] bikes in the pilot program. From May 1st to June 30th, any vendor participating in the pilot program may utilize up to 50 wheel-lock technology bikes, with the requirement that further participation in the pilot program from July 1st to November 1st must guarantee lock-to technology only. Starting on July 1st, vendor must provide a fleet of dockless bikes that have lock-to technology only, which requires that the bikes be locked to a fixed object to end a rental trip.

4. Vendors must be certified by the International Standard ISO. Additionally, all bicycles shall meet the safety standards outlined in ISO 43.150 – “Cycles, as well as the standards outlined in Code of Federal Regulations Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles.”

5. To participate in the intended Tuesday, May 1st, 2018, launch date of the pilot program, vendor Vendor must have sent a complete permit application packet to participate in the pilot program by Tuesday, April 24th, 2018. Late permit application packets will be accepted; however, in these cases, processing of the application packet materials cannot be guaranteed by May 1st, 2018. Each permit application packet must meet eligibility requirements for permitting. A renewal application may be completed in subsequent years.

6. The permit application packet must contain a completed business information sheet with accurate information available at www.cityofchicago.org/bacp. John Castaneda, Department of Business Affairs and Consumer Protection, can be contacted at 312-744-5359 or john.castaneda@cityofchicago.org with any questions regarding the permit application process.

7. Vendors must provide the below information as part of their permit application packet:
   a. Illinois Secretary of State – Legal entities must complete an Application for Authority to Transact Business in Illinois and obtain a file number.
   b. Illinois Department of Revenue – All businesses must file with the Illinois Department of Revenue.
   c. Internal Revenue Service – Vendors must provide Federal Employer Identification Number (FEIN).
   d. Controlling persons of the applicant must provide: (i) full name, residence address,
business address, business, home and cellular telephone numbers, and e-mail address; (ii) the name and telephone number of an emergency contact person; (iii) date of birth and social security number.

8. Vendor is required to pay a permit application fee of $250.00 plus a $50.00 per bike administrative fee to address costs incurred by the City of Chicago-Evanston during the pilot program. These may include costs related to administration, monitoring, use of the public way, and the installation of bike racks. In the pilot area. Vendor must declare the total number of bikes it intends to deploy in its permit application, not to exceed 250-100 bikes per vendor, and only 50 of which can be wheel lock bikes that must be phased out by July 1st, 2018.

9. A vendor shall produce proof with its application package that such vendor has obtained commercial general liability insurance, with limits of not less than $5,000,000 per occurrence, for bodily injury, personal injury and property damage. The insurance policy shall: (1) be issued by an insurer authorized to insure in Illinois; (2) name the City of Chicago-Evanston as additional insured on a primary, noncontributory basis for any liability arising directly or indirectly from the vendor’s operations; and (3) include a provision requiring 30 days' advanced notice to the City's Commissioner of Business Affairs and Consumer Protection Law Department prior to cancellation or lapse of the policy. The vendor shall maintain the insurance required under this paragraph in full force and effect for the duration of the pilot period while operating in the City of Evanston. In addition, vendor shall (i) indemnify the City against any additional or uncovered third party claims arising out of or caused by the vendor’s dockless bikeshare operations; and (ii) cover the cost for any damage to the public way or other city property arising out of or caused by the vendor’s dockless bikeshare operations.

10. Vendors must conduct operations 24 hours a day, 7 days a week during the pilot period.

Pilot Program Terms

Duration of Pilot Permit

The pilot program permit lasts from May 1st, 2018 to November 1st, 2018 until one year from the date of issuance. The City of Chicago-Evanston has no obligation to extend or to make permanent a selected vendor’s business operations beyond the terms of the pilot program initial permit.

Failure to comply with the conditions of the pilot program permit requirements may result in the suspension or revocation of vendor’s license as provided in the Municipal Code of Chicago-Evanston. If a vendor's license is suspended or revoked, the City of Chicago-Evanston may direct the vendor to remove its fleet from the City's public right-of-way with a 24-hour notice.

Vendors must organize for all bikes to be launched from a supporting private property on the first day of launch. In order to operate from a private property, vendors must be in compliance with all applicable requirements of the Chicago Zoning Ordinance and must have prior written permission from the owner or lessee of any private property to be used and provide such permission at time of permit application.

Operations and Maintenance

The permit authorizes vendors to operate only within the limits of the City of Chicago-Evanston in the service area defined by the pilot area map ("Pilot Area of Evanston Wards"). Any bikes that are parked outside the pilot area within the City of Chicago-Evanston must be locked down and retrieved by the vendor within 2 hours and may not be rented by a customer until returned to the pilot area city limits of Evanston.

Vendors are required to remedy any bikes that are not parked lawfully or in accordance with the
conditions attached to the issuance of the emerging business permit within 2 hours of the report, 24 hours a day, 7 days a week. The City has the right to remove any and all such bikes that are not remedied in accordance with the provisions outlined in this permit. Vendors must incur all costs to the City for improper parking, bike removal, public safety or property damage.

[Vendor shall comply with all applicable laws and regulations. Specifically, vendors shall comply with all applicable tax laws, including the Chicago Personal Property Lease Transaction Tax Ordinance, codified at Chapter 3-32 of the Municipal Code of Chicago (“Code”), and the Chicago Use Tax For Nontitled Personal Property, codified at Chapter 3-27 of the Code. Vendors are also encouraged to consult with their own tax attorneys or accountants to determine tax obligations applicable to the business they are conducting under the emerging business permit.]

All bicycles must provide easily visible contact information, including toll-free phone number with 24/7 customer support hotline in English, with translation services available for the following languages, at a minimum: Spanish, Polish, Korean, Arabic, Hindi and Mandarin. Additionally, an e-mail address and website must be clearly displayed on every bike to receive direct notice of any issues or incidents. Contact information must also be displayed on the vendor’s website and smartphone apps.

All bicycles shall meet the safety standards outlined in ISO 43.150 – “Cycles, as well as the standards outlined in Code of Federal Regulations Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles.” All bicycles shall be operated in compliance with applicable laws and must meet equipment standards under applicable laws.

All vendors shall conduct bicycle maintenance on each bicycle in their fleet at least once per a calendar month. During bicycle maintenance, the vendor shall, at a minimum, conduct the following checks, and repair or replace all necessary elements:

- Check tire pressure (if applicable), and add air as may be needed, to recommended Pounds per Square Inch measurement;
- Check tightness of handlebars, headset bearings, and full handlebar range of motion (left to right);
- Check tightness of seat, seat post quick-release, and see that seat post moves freely in full range of motion (up and down);
- Check brake function (front and rear), and check grips for wear and brake levers for tightness and damage;
- Check bell for tightness and correct function;
- Check handlebar covers for damage and instruction stickers;
- Check front basket for tightness and damage, and check bungee cord for wear;
- Check for correct gears and shifter function through all gears;
- Check fenders (front and rear) for damage, and clean outside of fenders;
- Check tires (front and rear) for damage or wear;
- Check wheels (front and rear) for trueness, broken or bent spokes and hub or axle tightness;
- Check lights (front and rear) for function;
- Check reflectors on wheels, seat and basket, to see if they are present, clean and undamaged;
- Check pedals and cranks for tightness;
- Lubricate and clean chain and check chain tensioner for correct function;
- Check kickstand for correct function;
- Brief test ride to ensure overall correct function of Bicycle; and
- Clean bicycle.

**Fleet Size, Rebalancing and Parking**

Vendors are permitted to include a maximum of **250-100** bikes in their fleet at any given time during the pilot permit period, and only 50 bikes of the total can be wheel-lock bikes that must be phased out by July 1st, 2018. In addition to other applicable penalties, violating the bike fleet limit imposed by the pilot program may result in the suspension or revocation of the vendor’s permit. Vendors must include the proposed maximum fleet size in their permit application.
The City may increase the fleet size cap at the end of every month of the pilot period as deemed necessary by the City, and will communicate opportunities to increase fleet sizes with vendors. Vendors must communicate any request for additional bikes within the cap provided in the permit terms for City’s approval by contacting the City of Chicago/Evanston. In addition, increasing vendor’s bikes within the cap provided in permit terms is subject to payment of additional per bike administrative fees.

Vendors are required to rebalance bikes every day during hours designated by the vendor and communicated with the City. Vendors must, at minimum, rebalance bikes from 6 AM to 12 midnight every day. The effect of rebalancing bikes shall ensure that residents throughout the service area retain reasonable and consistent access to the vendor’s service offerings. Therefore, rebalancing must ensure that at least 15% of a vendor’s fleet is available in each quarter of the pilot service area Ward of the City of Evanston, according to the attached Equitable Distribution City of Evanston Wards Map. The map shows the pilot area delineated into four quarters drawn by State Street from 79th Street to 127th Street and Indiana Avenue from 127th Street to 138th Street crossed by 101st Street from Pulaski Avenue to Torrence Avenue, and Torrence Avenue to 100th Street, and 100th Street to the Skyway.

Vendors are required to make bikes available for rental 24 hours a day, 7 days a week. Starting July 1st, vendor must provide a fleet of dockless bikes that have lock-to technology only, which requires that the bikes be locked to a fixed object to end a rental trip. From May 1st to June 30th, any vendor participating in the pilot program may utilize up to 50 wheel-lock technology bikes, with the requirement that further participation in the pilot program from July 1st to November 1st must guarantee lock-to technology only. Wheel-lock bikes must be parked in compliance with the Municipal Code of Chicago. All bikes must have lock-to technology by July 1st, 2018 and must be locked to a fixed object to end a rental trip. Approved lock-to bikes parking locations include: designated public bike racks and corrals, covered bike parking shelters, retired Chicago parking meters, and street signs. If bikes are locked to a street sign, it must be positioned parallel to the sidewalk so as to prevent blockages on roadways and sidewalks. Non-approved lock-to bikes parking locations include: any parking areas that block the pedestrian clear-zone area of the sidewalk; any fire hydrant, call box, or other emergency facility; bus bench; or utility pole or box.

A bike shall not be parked in a way that does not leave at least six feet of public way unobstructed for pedestrian passage.

Vendors are required to meet with the Mayor’s Office for People with Disabilities/Community Development Department and other City of Chicago/Evanston staff during the first month of the pilot program launch, and monthly thereafter, and provide monthly reports and data on issues affecting members of the community with disabilities, including but not limited to: number of complaints of public right of way obstruction that affected an individual with a disability, details about the complaint, and timeliness to resolve issues. Reports will be received and reviewed by the Mayor’s Office for People with Disabilities/Community Development Department and other City of Chicago/Evanston staff.

Equity Requirements

Vendors must be committed to addressing equity issues and utilizing their dockless service to expand mobility to people facing financial and technological barriers. These barriers must be addressed in vendors’ operations and communications programming.

Vendors must detail their anticipated pricing model in their application materials.

Vendors must provide cash payment options for the unbanked community, and provide locating and locking capabilities without the use of smartphones for customers with limited technology access. To support public knowledge of these options, vendors must create and distribute print publications and a webpage explaining their cash payment options, phone access, program qualifications (if any), and how residents can access bikes via these methods. Please see more instruction under “Safety, Education & Outreach” section below.
Vendors must detail their hiring plan in their application materials. Vendors are encouraged to include in their hiring plan steps they will take to identify, train, and employ local residents that have been historically disadvantaged in participating in the local economy. Vendors are also encouraged to have specific contracting goals for minority and women-owned businesses (MWBE). The hiring plan may also include, but is not limited to, the creation of local workforce development and training programs, and the establishment of partnerships with local workforce development and training programs or organizations. Vendors must, to the extent practically possible, implement their hiring approaches immediately and uphold their commitments over the duration of the pilot program.

**Geography of Pilot**

Vendors shall operate in the pilot permit area. The pilot permit area is the geographic area in which vendor’s dockless bicycles may be rented from or end a trip, subject to all generally applicable bicycle parking rules and restrictions. For this pilot permit program, the dockless bikeshare pilot permit area shall be all that portions the city limits of the City of Evanston bounded as follows, and as shown on the attached map: beginning at the intersection of West 79th Street and South Western Avenue; thence south on South Western Avenue to West 99th Street; thence west on West 99th Street to South California Avenue; thence south on South California Avenue to West 103rd Street; thence west on West 103rd Street to South Central Park Avenue; thence north on South Central Park Avenue to West 99th Street; thence west of West 99th Street to South Pulaski Road; thence south on South Pulaski Road to West 111th Street; thence west on West 111th Street to South Cicero Avenue; thence south on South Cicero Avenue to West 115th Street; thence east on West 115th Street to Central Park Avenue; thence south on Central Park Avenue to West 117th Street; thence east on 117th Street to South Homan Avenue; thence north on South Homan Avenue to West 115th Street; thence east on West 115th Street to South Kedzie Avenue; thence north on South Kedzie Avenue to West 113th Street; thence east on 113th Street to Whipple Street; thence south on Whipple Street to West 115th Street; thence east on West 115th Street to South Maplewood Avenue; thence south on South Maplewood Avenue to West 119th Street; thence east on West 119th Street to Maple Avenue; thence south on Maple Avenue to 123rd Street; thence east on 123rd Street to South Halsted Street; thence south on South Halsted Street to West 127th Street; thence west on West 127th Street to South Aberdeen Street; thence south on South Aberdeen Street to 129th Place extended to the Little Calumet River; thence easterly along the Little Calumet River to East 130th Street; thence easterly on East 130th Street to South Indiana Avenue; thence south on South Indiana Avenue to West 138th Street; thence east on the city limit line to South State Line Road and the Illinois and Indiana state line; thence north on South State Line Road and the Illinois and Indiana state line to the Chicago Skyway; thence westerly on the Chicago Skyway to West 79th Street; thence west on West 79th Street to the place of beginning.

Vendors must geofence boundaries of the pilot permit area to limit their fleet operations to the pilot permit area. Provided however, if a vendor is permitted to operate outside of City city limits in a jurisdiction adjacent to the Pilot A permit area, the vendor is not required to establish a geofence boundary along the border of the adjacent jurisdiction and the pilot City of Evanston permit area.

Vendors must ensure that no bikes within their fleet are parked outside of the pilot permit area or any other areas in which the vendor is not legally permitted to operate. Any bikes that are parked outside of permitted areas of operation must be locked down and retrieved by the vendor within 2 hours and may not be rented by a customer until returned to the pilot permit area.

**Data Sharing Requirements**

Vendors are required to submit data to the City’s Department of Transportation Community Development in the following categories on the 1st of every month, starting on June 1st of the first month after deployment in the City of Evanston, for the duration of the pilot permit period. All data must be stored within the United States. Data must be submitted in proper format through the City’s secured file transfer site. Detailed data reporting requirements are provided by the City.

A vendor is not required to provide personally identifiable customer information to the City. Each data
submission to the City by the vendor shall be accompanied by an attestation, made under penalty of perjury, that the data submitted is accurate and complete.

**Bike Availability.** Bicycle availability should be publicly published using v1.1 of the General Bikeshare Feed specification (https://bit.ly/2HMt0Xq). Vendors must inform the City of the URL of this data.

**Rider Demographics.** If vendors collect de-identified demographic data from their users, including age cohort, gender and general trip purpose, such data shall be shared with the City upon request.

**Trip Data.** Vendors must provide monthly data reports of anonymized trip information. Data must include bike ID number, trip date, trip start time, trip end time, trip duration in seconds, GPS coordinates of trip origin location, GPS coordinates of trip destination location. Vendors must also provide anonymized GPS data of the route taken (GPS crumb data) for each trip on monthly basis.

**Violation Data.** Data reports must also include a list of all reported violations including: bikes parked outside of [pilot permit](https://bit.ly/2HMt0Xq) area, bikes blocking the public right of way, bikes parked on private property, bikes locked to private property, bike-related parking irregularities (e.g., bikes deposited in waterways, suspended from trees or other fixtures), bikes missing from the vendor’s fleet, damaged bikes and maintenance needs reported.

**Bike Maintenance Data.** Data reports must include a list of maintenance procedures performed on each bike with a bike ID number and date of tune-up.

**Gyroscope Data.** Vendors who collect real-time data by gyroscope must include gyroscope data in monthly reports.

Real-time data shall be provided for the City only for purposes of law enforcement or emergency response.

**Safety, Education & Outreach**

Vendors must educate dockless bike users to be courteous of public way and encourage proper parking behavior. Vendor shall implement a marketing and targeted community outreach plan at its own cost by distributing education and outreach materials to communities in the Pilot Area. Materials must be distributed to alderman, police commanders, Northwestern University, local chambers, Special Service Areas (SSAs) and community organizations. Vendors must host one community event in the Pilot Area for education and outreach, and/or present at local alderman’s Ward Night meetings.

Vendors must have visible language on vendor’s website and smartphone app that informs riders about applicable laws and regulations requiring riders to agree to follow rules before allowing them to unlock a dockless bike. Vendors must also have visible language on vendor’s website and smartphone app that informs riders about proper bike parking and locking practices. Each bike must have a unique identifier, the vendor’s name, 24/7 phone number, website and email address.

Vendors shall work with local businesses or other organizations to promote the use of bicycle helmets by system users through partnerships, promotional credits, and other incentives.

**Consumer Agreements & Privacy**

Vendors must include a copy of their user agreements and privacy policies with their permits for review and approval by the City. Vendors must provide notice to the City of Chicago, Evanston regarding any changes to these terms of service, user agreements, or privacy policies for the duration of the pilot.
Memorandum

To: Alderman Melissa Wynne, Chairman
    Members of the Transportation/Parking Committee

From: Erika Storlie, Assistant City Manager/Administrative Services Director
      Jill Velan, Parking Division Manager

Subject: Parking System Pilot Programs

Date: June 25, 2018

Recommended Action:
This item is presented for preliminary discussions on the City’s current practices related to City wide parking and transportation.

Summary:
In February 2018 the Committee discussed that the City would be seeking the services of parking consultant to assist with a Comprehensive Parking System Analysis within Evanston. This review was to be conducted in a holistic manner, with consideration for both neighborhoods and business districts in order to understand the impact on residents, visitors, employees, and businesses in the community. Since then the City has started a Priority Based Budget Process and the funds for a consultant have been put on hold.

In light of this, Staff is recommending a different approach to start addressing parking related topics. Staff is suggesting implementing several Pilot Programs.

Outline for Pilot Program:
1. Identify Topic (regulation or policy) to discuss with Transportation/Parking Committee.
2. Seek approval from City Council and implement.
3. Send letter to residents/businesses in area notifying of Pilot Program and offering an online survey for feedback. In some cases a Community meeting could be held.
4. Evaluate with the Committee after three to six months.
As previously discussed with the Committee, there are many areas throughout the City where residents or business owners have asked for their parking regulations to be reviewed. Staff will be bringing forward several areas each month for discussion of a possible Pilot Program.

June Parking Topics:

- Residential Parking Permits
  - Combine Districts 1 and 3
  - Combine Districts H and 6
  - Allow businesses to purchase residential parking permits for employees in areas with no City Parking Structure

- Metered Parking Areas
  - Change commuter parking meters on 1800 Oak Avenue back to customer parking
    - Test a 3 hour limit
  - Change commuter parking meters on Washington west of Chicago Avenue back to customer parking

- Time Restricted Parking
  - Implement 2-hour parking on the east side of 1900 Maple Avenue

At Wednesday’s meeting Staff will present a map and specific information related to each topic.
Memorandum

To: Alderman Melissa Wynne, Chairman
Members of the Transportation & Parking Committee

From: Jessica Hyink, Transportation & Mobility Coordinator

Subject: Transportation & Mobility Updates for the June 27, 2018, Transportation & Parking Committee meeting

Date: June 22, 2018

Summary:

This memorandum provides a brief update on items related to the work conducted by the Transportation & Mobility Coordinator.

Transit Updates:

a) Pace/CTA North Shore Coordination Plan Update:
   o On June 13, 2018, Pace and CTA both passed the North Shore Coordination Plan Phase 1 changes at their respective boards.
   o Phase 1 changes include the City of Evanston and Evanston Township High School (ETHS) approved modifications to service to ETHS: https://www.cityofevanston.org/Home/Components/News/News/2964/17
   o Pace is working on materials for ETHS students to provide route change and fare information. Pace and CTA use the same fare payment system.
     • In addition to Pace’s $1.00 reduced student fare, Pace also offers a reduced 30-Day student pass for $30 which is comparable to, if not less than, what students pay today.
   o Pace and CTA are currently working on materials for distribution to the general public. These materials will be provided at a future meeting.

b) CTA MOU Ridership Question Follow Up
   o Leah Mooney, CTA Director of Strategic Planning & Policy, submitted the following update based on the CTA MOU discussion at the May Transportation & Parking Committee Meeting:

First, the committee was asking about order of magnitude ridership for these lines. When we talk about the North Red and Purple Lines together, it was over 130,000 (133,377) rides on an average weekday in 2017, compared with over 600,000 (608,124) on the total system (over 20%).
Looking just at the segment from Belmont north through Linden, it was just over 80,000 rides on an average weekday (82,739).

The time period for the calculation of ridership growth on the rail segment was 2008 to 2013 – growth between those years was nearly 40% (36%). The growth between 2008 and 2014 was 39%. This includes all of the stations on the North Red, Brown Line (north of the Loop) and Purple Line (Evanston).

The total ridership on just the Purple Line Evanston branch is approximately 10,000 on an average weekday (10,058 in 2017) with the highest ridership by far at Davis (3,666), followed by Main (1,205). Details on ridership by station can be found on our website at this link: https://www.transitchicago.com/ridership/. There are PDF reports there by month and year, going back multiple years.

c) CTA Ridership in Response to Chicago Tribune Article
   o The first table displays change in ridership during the most recent data release and compares data from March 2017 with March 2018:

<table>
<thead>
<tr>
<th>Station</th>
<th>Average Weekday</th>
<th>Average Saturday</th>
<th>Average Sunday</th>
<th>Annual Total Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Yr</td>
<td>Cur Yr</td>
<td>% Chg</td>
<td>Last Yr</td>
</tr>
<tr>
<td>Central</td>
<td>821</td>
<td>793</td>
<td>-3.3%</td>
<td>644</td>
</tr>
<tr>
<td>Noyes</td>
<td>886</td>
<td>918</td>
<td>3.6%</td>
<td>551</td>
</tr>
<tr>
<td>Foster</td>
<td>919</td>
<td>885</td>
<td>-3.8%</td>
<td>585</td>
</tr>
<tr>
<td>Davis</td>
<td>3,736</td>
<td>3,666</td>
<td>-1.9%</td>
<td>2,701</td>
</tr>
<tr>
<td>Dempster</td>
<td>853</td>
<td>839</td>
<td>-1.6%</td>
<td>695</td>
</tr>
<tr>
<td>Main</td>
<td>1,206</td>
<td>1,205</td>
<td>-0.1%</td>
<td>917</td>
</tr>
<tr>
<td>South Boulevard</td>
<td>795</td>
<td>775</td>
<td>-2.4%</td>
<td>447</td>
</tr>
<tr>
<td>Total Evanston</td>
<td>9,216</td>
<td>9,081</td>
<td>-1.5%</td>
<td>6,540</td>
</tr>
<tr>
<td>All Lines</td>
<td>759,866</td>
<td>740,026</td>
<td>-2.6%</td>
<td>466,335</td>
</tr>
</tbody>
</table>

   o The table below shows the change in ridership for the entire year from 2016 to 2017. Ridership is down for all stations except average weekday and annual ridership at Noyes. These ridership numbers are consistent with national trends. Transit ridership peaked during the recession, and more transit agencies have witnessed a decrease in ridership with the growing economy, relatively lower fuel prices, and the advent of ride sharing.

<table>
<thead>
<tr>
<th>Station</th>
<th>March Average Weekday</th>
<th>March Average Saturday</th>
<th>March Average Sunday</th>
<th>March Annual Total Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last Yr</td>
<td>Cur Yr</td>
<td>% Chg</td>
<td>Last Yr</td>
</tr>
<tr>
<td>Central</td>
<td>755</td>
<td>720</td>
<td>-4.7%</td>
<td>334</td>
</tr>
<tr>
<td>Noyes</td>
<td>865</td>
<td>911</td>
<td>5.3%</td>
<td>498</td>
</tr>
<tr>
<td>Foster</td>
<td>824</td>
<td>770</td>
<td>-6.6%</td>
<td>481</td>
</tr>
<tr>
<td>Davis</td>
<td>3,559</td>
<td>3,621</td>
<td>1.8%</td>
<td>2,316</td>
</tr>
<tr>
<td>Dempster</td>
<td>803</td>
<td>799</td>
<td>-0.5%</td>
<td>621</td>
</tr>
<tr>
<td>Main</td>
<td>1,180</td>
<td>1,152</td>
<td>-2.4%</td>
<td>790</td>
</tr>
<tr>
<td>South Boulevard</td>
<td>765</td>
<td>773</td>
<td>1.0%</td>
<td>370</td>
</tr>
<tr>
<td>Total</td>
<td>8,751</td>
<td>8,746</td>
<td>-0.1%</td>
<td>5,410</td>
</tr>
<tr>
<td>All Lines</td>
<td>729,680</td>
<td>709,587</td>
<td>-2.8%</td>
<td>413,970</td>
</tr>
</tbody>
</table>
o Metra is also seeing similar decreases in ridership. Unfortunately they do not publish individual station data on their website. Staff will reach out to Metra to obtain station data for Evanston.

Other Program Updates:

a) Complete and Green Streets Program
   o Staff is continuing to implement a system for collecting data to comply with the Complete and Green Streets Program. Staff will present on the details of this data collection system at a future meeting.