TRANSPORTATION & PARKING COMMITTEE

WEDNESDAY, AUGUST 29, 2018 6:00 P.M – 7:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201
Room 2404

1. Call to Order / Declaration of Quorum
2. Citizen Comments
3. Approval of Meeting Minutes of July 25, 2018
4. Loading Zone – 1524 Simpson
5. Divvy Station and Funding Proposal
6. Dockless Bike Share Ordinance Update
7. Lot 24 RFP
8. Parking System Pilot Programs
9. Updates:
   Transportation and Mobility Updates
   Parking Updates
10. ADJOURNMENT

Next Meeting: WEDNESDAY, SEPTEMBER 26, 2017 at 6:00 pm

MEMBERS ABSENT: None

STAFF PRESENT: Parking Manager Jill Velan, Transportation and Mobility Coordinator Jessica Hyink, Economic Development Manager Paul Zalmezek

PRESIDING MEMBER: Ald. Wynne

*The audio file for this committee meeting were lost so the minutes were compiled fully from notes.

1. Call to Order / Declaration of Quorum
   Chairman Ald. Wynne declared a quorum at 6:04 P.M.

2. Citizen Comments
   None

3. Approval of Meeting Minutes of June 27, 2018
   Item 1
   Motion to approve made by Ald. Fleming and seconded by T. Dubin
   A vote was called and taken. Motion passed unanimously.

4. Dodge Ave Bus Stop Pilot
   Transportation and Mobility Coordinator J. Hyink presented the next item to the committee updating staff on the low turnout of a recent public meeting and equated this to the low impact that the changes would entail. The origin of the complaint was that the current flag stop procedure used by Pace in Evanston made it so that the stops were not in ADA compliance. Staff is looking for a recommendation to change from flag stops to pre-determined dedicated stops so these locations could be made ADA compliant. All approved stops would be implemented into the City code, this would be for potential stops even if there were not currently active stops. Alderman Fleming brought up the Keeney and Dodge intersection talking about the lack of a sidewalk and the desire for residents there to keep that stop. Jessica went over the criteria used by Pace in picking the proposed stops. It was decided that all the proposed stops including Keeney and Dodge would be put into the City code but not all stops would necessarily be used. Each stop that is used would also be updated with official signage.
Item 2
Motion to approve recommendation pilot program on Dodge Ave made by Ald. Revelle and seconded by Ald. Fleming
A vote was called and taken. Motion passed unanimously.

5. Dockless Bike / Scooter Share Ordinance Update
Transportation and Mobility Coordinator J. Hyink referred to the update that she gave last month and wanted to let the committee know that the ordinance is not ready. The City is still waiting for feedback from Northwestern so that whatever ordinance we come up with aligns with how it will be handled at the university. There was also some discussion about how Chicago is looking to handle the impending Dockless situation, as well as some discussion of other major cities (Portland). The discussion is to be tabled till a future meeting.

6. Lot 1 Appraisal
Economic Development Manager Paul Zalmezek talks about the demand for development in Evanston. In regards to that he talked about the City being approached about Lot 1 (South Blvd and Hinman Ave). Currently the City would be looking to combine the lot with the property at 508-514 South Blvd in a joined bid with the Housing Authority of Cook County (HACC). The City has also approached the Archdiocese about including the Calvary Cemetery garage in the bid. This attempt hasn’t gained much traction yet but the hope is that when we have an actual appraisal and bid this area can be included as well. The current plan does take into account including affordable housing in the final development; this would be a requirement because of the use of HACC property.

No Motion needed at this time.

7. Parking System Pilot Program
Parking Manager Jill Velan introduced a plan for a pilot program for Special Events to be tested with the upcoming season for Northwestern Football games. The proposed area would have the following borders: Isabella on the North, Ashland on the East, McDaniel on the west, and the Canal to the south.

Residents in the affected area would be able to park for free (based on a paid wheel tax) and the area would be enforced via License Plate Recognition. All payments would need to be made on the Park Evanston App. One of the main reasons to introduce this program is to help alleviate congestion in neighborhoods on game days.

Initial plans would be for $20 special event pricing. Alderman Fleming spoke about how this would not be a deterrent to some fans and that the City should look at a higher price point if it was really trying to alleviate congestion in the area. It is suggested that the City implement proximity pricing for parking so as you got closer to the stadium the amount would increase. No changes would be made to current available parking (Still no parking on Central and certain streets around the Stadium) this would only be in unmetered areas.
Lance Hale from Northwestern adds some information about changes that Northwestern is looking to implement in the future, like restricting parking on Ashland by the stadium and changing where the shuttle busses from the university let riders off.

Jill also mentioned that the City would be having a neighborhood meeting the first week in August prior to the City Council meeting to gain more feedback. No actions were needed at this time and after the neighborhood meeting the program would be taken to Council.

Additional proposed changes included changing long term meters (12 hour parking limit) on the 1800 block of Oak and on Washington west of Chicago back to customer parking and establishing a 3 hour limit in these areas. Parking behaviors in the two areas have changed, on 1800 block the commuter 12 hour limits were instituted before the building at 1800 was being renovated and now with that building being at near 100% capacity there is a greater demand for more frequent turn around that is not being met by the current system. This would not go into effect until the construction in the area was completed.

8. Adjournment

A Motion to adjourn was made by Ald. Fleming seconded by T. Dubin at 7:32 P.M. A vote was called and then taken. Motion passed unanimously.

The next Committee Meeting is August 29, 2018.
Memorandum

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

From:      Jill Velan, Parking Division Manager

Subject:   Ordinance Amending Title 10, Motor Vehicles and Traffic, Chapter 4-14-7
           Passenger Loading Zones and Public Carrier Stops and Stands
           Designated, Schedule V11, Section 10-11-7(A): Passenger Loading
           Zones, Public Carrier Stops and Stands

Date:      August 27, 2018

Recommended Action:
Staff recommends that the Transportation/Parking Commission request the City Council
consider the adoption of an ordinance amending City Code Section 10-11-7(A),
Passenger Loading Zones, Public Carrier Stops and Stands; Amending the Loading
Zone at 1524 Simpson Street on the south side from Ashland Avenue to the first alley
east, 7:00 a.m. to 6:00 p.m.

Livability Benefit:
Built Environment: Provide compact and complete streets and neighborhoods

Summary:
At the request of the 5th Ward Alderman, Staff has been in contact with Pastor Dillard of
the First Church of God, 1524 Simpson Street regarding a request to extend their
existing Loading Zone to be contiguous with the entire property frontage along Simpson
Street.

The hours of the Loading Zone would remain the same, 7:00 a.m. – 6:00 p.m., seven
days a week.

If the Transportation/Parking Committee recommends approval, staff will move forward
with the appropriate documentation to present an amended ordinance to the City
Council.
To: Alderman Melissa Wynne, Chairman
Members of the Transportation & Parking Committee

From: Jessica Hyink, Transportation & Mobility Coordinator

Subject: Divvy Funding and Station Proposal

Date: August 24, 2018

Recommended Action:
Staff supports a recommendation from the Transportation & Parking Committee to City Council to: (1) approve the purchase of three Divvy stations at a total purchase and installation cost of $33,991.96; (2) authorize the City Manager to sign an agreement with the City of Chicago for a joint advertisement agreement for sponsorship of all Divvy bicycles, with Evanston receiving a pro rata share based on the number of bicycles in the Evanston Divvy system; (3) enter into a three year contract extension with the program operator of Divvy Bikes.

Livability Benefits:
Built Environment: Promote diverse transportation modes
Climate & Energy: Reduce greenhouse gas emissions
Equity & Empowerment: Ensure equitable access to community assets
Health & Safety: Promote healthy, active lifestyles

Summary:
New Stations to Expand Divvy System in Evanston. The City of Evanston bike share program, Divvy Bikes, continues to have increased ridership. However, the installation of additional stations is critical to maintain growth of the system and improve access to residents on the west side of Evanston. This year the City of Evanston has an opportunity to buy three fifteen dock stations with ten bicycles at a total cost of $33,991.95 for all three stations, due to Oak Park ending their participation in the Divvy program. One standard fifteen dock station with ten Divvy bicycles typically costs a minimum of $55,000.00. Evanston has until October 1, 2018, to purchase these stations, otherwise Chicago will purchase them. To further incentivize this addition to the Evanston bike share program, Motivate, the operator of Divvy Bikes, has waived all installation fees for these three stations (total cost would be $13,770). If approved, the stations could be installed within two to four weeks of City Council approval. With the addition of these new stations, the projected operating expenses would still be under
budget by as much as $80,000.00, thus the Divvy Bikes program will remain under budget for the year.

**Joint Sponsorship Program with Chicago.** Following the one-year extension of Divvy last year and the priority-based budgeting process, staff has identified new sponsorship opportunities to maintain this growing program. Currently the City of Chicago receives all revenue from sponsorship of all Divvy bicycles. Prior to the City joining Divvy Bikes, the City of Chicago and Blue Cross Blue Shield of Illinois entered into an exclusive sponsorship agreement of Divvy bicycles. This agreement has prevented the City from obtaining sponsorship of its Divvy bicycles. This sponsorship agreement comes to an end on May 1, 2019. The City of Chicago is moving forward with including Evanston on a new bicycle sponsorship agreement, with the City receiving a pro rata share based on the number of bicycles in the Evanston Divvy system.

The inclusion in the sponsorship program would bring significant new revenue to the program. Currently there are 110 Divvy bicycles in the Evanston system. Purchasing three new stations would increase the number of Divvy bicycles in the City to 140. The City of Chicago currently receives $500 per Divvy bicycle per year. The national average for docked bicycle share sponsorship is $1000. Chicago was an early adopter of bicycle share, and its current bicycle advertisement sponsorship is low compared to the national average. The table below (Table 1) highlights the range of revenue for per bike sponsorship. If this agreement moves forward, it is anticipated that the finalized sponsorship numbers per bike would be determined in the first quarter of 2019.

**Table 1: Divvy Bicycle Sponsorship Revenue**

<table>
<thead>
<tr>
<th>Per Bike Sponsor Revenue</th>
<th>11 Station Bike Sponsor Revenue</th>
<th>14 Station Bike Sponsor Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500</td>
<td>$55,000</td>
<td>$70,000</td>
</tr>
<tr>
<td>$750</td>
<td>$82,500</td>
<td>$105,000</td>
</tr>
<tr>
<td>$1,000</td>
<td>$110,000</td>
<td>$140,000</td>
</tr>
<tr>
<td>$1,500</td>
<td>$165,000</td>
<td>$210,000</td>
</tr>
</tbody>
</table>

**Agreement with Divvy.** The existing operator agreement for Divvy Bikes expires on January 22, 2019. A three year extension will provide additional time for the City and its Divvy Bikes operator to build Evanston-based ridership, expand the Divvy for Every Evanstonian subsidy program, study current station locations to enhance visibility and utilization, and expand sponsorship and advertising opportunities.

**Background:**
In January 2018, the Village of Oak Park (Village) voted to end its Divvy Bikes program. The Village has remained without a bike share system since voting to end the program. After the Village received approval to sell their grant funded Divvy stations from the Federal Highway Administration, these stations became available for purchase at a significantly reduced cost of $11,330.65 for a 15 dock station with 10 bikes. There are three such stations available for the City to purchase at a total cost of $33,991.95. The
The cost of one new station is approximately $55,000.00. The City has until October 1, 2018 to commit to purchasing these stations. If the City declines to purchase the stations, the City of Chicago will purchase these stations as well as the remaining 10 Oak Park stations.

The current locations of the Divvy Bikes stations have focused on business districts and train stations, leaving considerable gaps in coverage in residential areas on the west side of Evanston. According to “Attachment 1 - Existing Divvy Stations Walk Analysis,” most Divvy stations on the east side of Evanston are within a quarter mile or half mile walking distance, while several areas on the west side are without any station within walking distance. Adding stations at the Levy Senior Center, the Lorraine H. Morton Civic Center, and at the dedicated bike lane in the 6th Ward, as displayed in “Attachment 2 - Proposed Divvy Stations Walk Analysis,” would significantly improve access to Evanston residents on the west side. With the launch of the Divvy for Every Evanstonian program, which allows residents meeting income requirements to receive a one year Divvy membership for $5, these stations are critical to ensure greater access to participants in the program.

Additional Revenue:
In addition to bicycle sponsorship, the City may also take advantage of partnering with the City of Chicago on other types of sponsorship, including assistance with obtaining station and dock wrap sponsorship. While the City currently has an agreement for sponsorship on stations, there is no agreement for dock wrap sponsorship. Partnering with the City of Chicago may increase revenue for station sponsorship and will allow the City to obtain dock wrap sponsorship.

Revenue estimates for 11 station sponsorship are in Table 2, while revenue estimates for 14 station sponsorship are in Table 3. The low estimate in both Table 2 and Table 3 are based on 2018 revenue sources, with the exception of bicycle sponsorship and dock wrap sponsorship. The low estimate for the bicycle sponsorship is based on the current City of Chicago agreement. The rational for the high estimate is provided in further detail in each table.

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Low Estimate</th>
<th>High Estimate</th>
<th>Rational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer Public Benefits</td>
<td>$10,000</td>
<td>$20,000</td>
<td>Based on commitment of $10,000 per developer</td>
</tr>
<tr>
<td>Station Sponsorship</td>
<td>$68,750</td>
<td>$72,188</td>
<td>Based on 5% increase of current sponsorship level</td>
</tr>
<tr>
<td>Dock Wrap Sponsorship</td>
<td>$9,000</td>
<td>$18,000</td>
<td>Based on $50 per dock per 15 dock station per year</td>
</tr>
<tr>
<td>Ridership Revenue</td>
<td>$68,000</td>
<td>$71,400</td>
<td>Based on 5% increase of current ridership</td>
</tr>
<tr>
<td>Bicycle Sponsorship</td>
<td>$110,000</td>
<td>$165,000</td>
<td>Based on Table 1 low and high estimates</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$265,750</strong></td>
<td><strong>$346,588</strong></td>
<td></td>
</tr>
</tbody>
</table>
Table 2: Revenue Estimates for 14 Station System

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Low Estimate</th>
<th>High Estimate</th>
<th>Rational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer Public Benefits</td>
<td>$10,000</td>
<td>$20,000</td>
<td>Based on commitment of $10,000 per developer</td>
</tr>
<tr>
<td>Station Sponsorship</td>
<td>$87,500</td>
<td>$96,250</td>
<td>Based on 5% increase of current sponsorship level</td>
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<tr>
<td>Dock Wrap Sponsorship</td>
<td>$9,000</td>
<td>$18,000</td>
<td>Based on $50 per dock per 15 dock station per year</td>
</tr>
<tr>
<td>Ridership Revenue</td>
<td>$71,400*</td>
<td>$74,970</td>
<td>Based on 5% increase of current ridership</td>
</tr>
<tr>
<td>Bicycle Sponsorship</td>
<td>$140,000</td>
<td>$210,000</td>
<td>Based on Table 2 low and high estimates</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$317,900</strong></td>
<td><strong>$419,220</strong></td>
<td></td>
</tr>
</tbody>
</table>

*assuming 5% increase with new stations

Table 4 outlines projected revenue and costs of an 11 station system and 14 station system for fiscal year 2019. The low revenue estimate less costs is likely artificially low due to the City of Chicago’s low bicycle sponsorship agreement. Assuming the City of Chicago obtains a new sponsorship agreement closer to the national average, then the City can likely anticipate a cost neutral Divvy Bikes program in 2019 with either an 11 or 14 station system.

Table 3: Projected 2019 Divvy Costs and Revenue

<table>
<thead>
<tr>
<th># of Stations</th>
<th>Cost</th>
<th>Low Revenue Estimate</th>
<th>High Revenue Estimate</th>
<th>Low Revenue Estimate Less Cost</th>
<th>High Revenue Estimate Less Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>$255,420</td>
<td>$265,750</td>
<td>$346,588</td>
<td>$10,330</td>
<td>$91,168</td>
</tr>
<tr>
<td>14</td>
<td>$325,080</td>
<td>$317,900</td>
<td>$419,220</td>
<td>($7,180)</td>
<td>$94,140</td>
</tr>
</tbody>
</table>

Attachments:
Attachment 1 - Existing Divvy Stations Walk Analysis
Attachment 2 - Proposed Divvy Stations Walk Analysis
Attachment 2:

Proposed Divvy Stations Walk Analysis

Proposed Divvy Station
Existing Evanston Divvy Station
Chicago Divvy Station

Walking Distance to Divvy Station
- Under 1/4 mile
- 1/4 to 1/2 mile

Points of Interest
- Community Venue
- Grocery/Retail Store
- Major Employer
- School District 65
- Water
- Park

Bike Routes
- Bike Lane
- Bike Route
- Off-Street Bike Path

Public Transit
- Purple Line
- Yellow Line
- CTA Station
- Metra Train
- Metra Station
- Bus Route

City of Evanston

This map is provided "as is" without warranties of any kind. See www.cityofevanston.org/mapdisclaimers.html for more information.
Memorandum

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

From: Jessica Hyink, Transportation & Mobility Coordinator

Subject: Dockless Bike Share Ordinance Update

Date: August 24, 2018

Summary:
Staff continue to work with Northwestern University and the City of Chicago on the future of dockless bike share. Working with these partners is critical to the success of the expansion of dockless bike share in the City in order to ensure a unified system, similar to existing public transit options.

Northwestern University continues to express concerns regarding dockless bike and scooter share through its Dockless Bike Share Task Force (DBSTF). Attachment 1 identifies the concerns of the DBSTF. These concerns relate to safety, security, and impact on facilities.

The City of Chicago will complete its dockless bike share pilot program on November 1, 2018. At that time, the City of Chicago will analyze the data obtained from the pilot program. Upon completion of the data analysis, the City of Chicago will consider options for a permanent solution to dockless bike share. Implementing an ordinance based on the City of Chicago’s pilot program could be completed but may prove premature, if the analysis of the pilot program leads the City of Chicago in a new direction.

Motivate, the operator of Divvy Bikes, is piloting dockless bike share in San Jose, CA and Minneapolis, MN. After Motivate completes testing in these markets and resolves any issues that arise from their expansion into dockless bike share, this technology is anticipated to expand into other markets. These dockless bikes are predicted to complement docked systems and expand the coverage area of existing docked systems, improving the distribution of bicycles.

On July 2, 2018, Motivate announced it is entering into an agreement with Lyft. Under this agreement, Motivate is anticipated to continue as the operator of Divvy Bikes. New opportunities are anticipated for Divvy Bikes under this agreement, with the potential for Divvy Bikes to be included in the Lyft app as an option for transportation. If Divvy Bikes is included as part of the Lyft app, this will open up a greater market to Divvy Bikes.
As the City of Evanston is beginning to draft a set of permitting regulations for dockless bike share vendors, various stakeholders at the University have come together to establish the Dockless Bike Share Task Force (DBSTF). This task force includes University representatives from multiple units including Student Engagement, Risk Management, Transportation and Parking, University Police, Neighborhood and Community Relations, Facilities Planning, Facilities Operations, and sustainNU. The mission of this task force is to assess the risks and benefits that dockless bike share poses to the University.

Attached is the City of Evanston’s draft of the proposed Dockless Bike Share Permitting Guidelines, reviewed and redlined by the DBSTF. The task force has outlined the following concerns throughout the guidelines and summarized below.

Safety - The University is concerned with the dockless nature of the program and the potential for safety hazards on campus. Improperly parked bikes may cause fire hazards, impede ADA accessibility, inhibit University staff from performing day-to-day tasks, and possibly damaging both the natural and built environments of campus. Further, dockless bike vendors do not presently provide safety adherence or training, which poses a safety concern.

Security - The University is concerned from a security perspective that it will be at risk if a dockless bike is damaged, lost, or stolen from University property. This may place an undue burden on the University’s campus police resources required to respond to reported incidents. In addition, vendors providing cash handling is cause for concern and is susceptible to theft and other unwanted security issues.

Facilities - The University is concerned that with its already impacted bike parking, a dockless bike share program would only result in additional campus needs. The University’s priority is to support the students, faculty and staff that are presently registered bike-owners. Dockless bikes may place an undue burden on staff who would have to reposition bikes that are improperly parked.

Please feel free to reach out to me if you have any questions related to our comments/redlines of the attached draft Dockless Bike Share permitting requirements. I will be your liaison for the University’s DBSTF.

Thank you for the opportunity to weigh in on this proposed program.

Best regards.

Kathia Benitez
Sustainability Director
Northwestern University
CITY OF EVANSTON PERMIT REQUIREMENTS – FOR DOCKLESS BIKESHARE VENDORS ONLY

Emerging Business Permit – Objective Criteria

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). 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].

2. Vendor must have demonstrated experience in offering a dockless bikeshare program in an urban setting, including a university with a population of 20,000 or more, without license or permit revocation.

3. Vendors may deploy up to 100 bikes. 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 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. Vendor must submit a complete permit application packet to participate. 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, 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 Evanston during the pilot program. These may include costs related to administration, monitoring, use of the public way, and the installation of bike racks. Vendor must declare the total number of bikes it intends to deploy in...
its permit application, not to exceed 100 bikes total per vendor.

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 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 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 while operating in the City of Evanston. In addition, vendor shall (i) indemnify the City and the Northwestern University 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.

Terms

Duration of Permit

The permit lasts until one year from the date of issuance. The City of Evanston has no obligation to extend or to make permanent a selected vendor’s business operations beyond the terms of the initial permit.

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

Operations and Maintenance

The permit authorizes vendors to operate only within the limits of the City of Evanston as defined by the area map (‘City of Evanston Wards’). Any bikes parked outside the City of 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 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 and Northwestern University have the right to remove any and all such bikes that are not remedied in accordance with the provisions outlined in this permit at any time with impunity. Vendors must incur all costs to the City and the University for improper parking, bike removal, public safety or property damage.

Any property owned by the Vendor [brought onto University property] must be mutually agreed upon by both parties.

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 shall provide easily visible contact information, including toll-free phone number with 24/7 availability.
customer support hotline in English, with translation services available for the following languages, at a minimum: Spanish 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 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 100 bikes in their fleet at any given time during the permit period. 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 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 Evanston. In addition, increasing vendor’s bike 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 Ward of the City of Evanston, according to the attached City of Evanston Wards Map.

| 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 |

[Comment [KEB18]: Paul S Merkey - Suggest adding bottom bracket to this reference.]

[Comment [AS19]: How can this be enforced if the bikes are never all together in a central location?]
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; tree.

The City and the University will not incur any cost for the removal and/or rebalancing of bikes that are parked irregularly (e.g., bikes deposited in waterways, suspended from trees or other fixtures) on City or University property; this cost will be the sole responsibility of the Vendor.

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 Community Development Department and other City of Evanston staff during the first month of 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 Community Development Department and other City of 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 (M/WBE). 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 permit.

**Geography**

Vendors shall operate in the permit area. The 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 permit program, the dockless bikeshare permit area shall be the city limits of the City of Evanston, as shown on the attached map.
Vendors must geofence boundaries of the permit area to limit their fleet operations to the permit area. If a vendor is permitted to operate outside of city limits in a jurisdiction adjacent to the permit area, the vendor is not required to establish a geofence boundary along the border of the adjacent jurisdiction and the City of Evanston permit area.

Vendors must ensure that no bikes within their fleet are parked outside of the 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 permit area.

**Data Sharing Requirements**

Vendors are required to submit data to the City’s Department of Community Development in the following categories on the 1st of every month, starting the first month after deployment in the City of Evanston, for the duration of the 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/2H8mt0Xg). 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 permit 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 permit area. Materials must be distributed to Alderman, police commanders, Northwestern University, Special Service Areas (SSAs) and community organizations. Vendors must host one community event in the permit area for education and outreach, and/or present at local Ward meetings. Vendors must host one University-specific in-person safety outreach event on the Evanston campus each year the...
Vendor’s permit is valid.

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 Northwestern University, local businesses and/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 Evanston regarding any changes to these terms of service, user agreements, or privacy policies for the duration of the pilot.
To: Alderman Melissa Wynne, Chairman
Members of the Transportation & Parking Committee

From: Paul Zalmezak, Economic Development Manager
       Jill Velan, Parking Manager

Subject: Update on Affordable Housing Options on City-Owned Parking Lots

Date: August 24, 2018

Summary:
As part of the continued conversation on affordable housing staff has been reviewing city owned parcels throughout Evanston to determine if parcels would be suitable for affordable housing. In addition to looking at vacant city owned parcels, staff has been looking at city owned parking lots as a means of creating additional affordable housing. Evanston currently has over 15 acres of city-owned parking lots that serve the public on a permit basis, excluding parking lots at City buildings and privately owned parking facilities. The City has received a number of inquiries from developers who have expressed interest in redeveloping several city-owned parking lots, primarily in south Evanston. This memo is intended to provide an update on the status of these inquiries.

Lot 1 – South Blvd/Hinman Ave (66 spaces)
At the Transportation and Parking Committee meeting on July 25, 2018, staff summarized the potential partnership with the Housing Authority of Cook County (HACC) to redevelop the estimated 38,000 sq. ft. site as a denser mixed income residential development taking advantage of the area’s relative dense development, the proximity to the purple line station, and its location near St. Francis Hospital, with its workforce as a source of potential tenants/owners.

Staff has an ordered an appraisal of the property and will have an update at the September meeting of the Transportation and Parking Committee.

Lot 24 - 727 Main Street (32 spaces)
A development entity represented by William Rotolo and Martin Murray has submitted a zoning analysis for two proposed developments along Main Street. Messrs, Rotolo and Murray are proposing a 40-unit market rate townhouse development at 912 Custer and
a mixed use / mixed income building featuring street level commercial and approximately 40 rental units on the Lot 24 at 727 Main Street.

The townhome development would be on the on the site currently occupied by DARD Products that is immediately north (behind) the U.S. Post Office space. The site is often mistaken as part of Evanston Lumber. DARD has listed the property for sale as it plans to relocate.

By combining the two projects the developers are proposing to double the amount of affordable housing that would otherwise be required for the projects. Preliminary plans include 16 total affordable units, where if the developments were considered separate, only 8 affordable units would be required (4 on each site).

In addition, staff is coordinating a community meeting at the alderman’s request for mid-September. The zoning analysis is ongoing and a planned development process is anticipated to begin after feedback from the September community meeting.

The residential buildings have the potential to serve as an anchor, providing additional street life and customer base for the businesses on the west side of Main Street. There are ample parking lots in the vicinity, including the lot behind the buildings on the south side of Main Street, Lot 8 (811 Main Street) and Lot 31 (925 Sherman). Staff is evaluating various permitting and parking options with a combination of daytime shopper/employee use and evening residential permit arrangements.

Staff has had preliminary conversations with Messrs, Rotolo and Murray regarding the need for a parking study, signage for alternative parking arrangements, lighting, and improvements to access other available parking facilities.

Staff is seeking feedback from the Committee regarding the desire to pursue redevelopment of these properties and the potential to add additional affordable housing units.

**Lot 32 - 825 Hinman (77 spaces)** There are long waiting lists for parking at the city owned lots on Hinman Ave and Judson Ave due to their convenience and below market rate monthly permit fee. It is common practice to see online advertisements from residents in the area offering to rent their garages for $100 or more per month. The city lots currently charge between $45 and $60 per month for a space. Also, It is not unusual to see residents charge for their garage space and then park their own vehicle in the City lot.

The wait list for the lots is as follows: Lot 32 - 41 on waitlist; Lot 39 - 85 on wait list; Lot 42 - 60 on wait list. Currently with the limited turnover on the lot, it will take several
years for people on the waitlist to attain a parking spot in one of the lots. In order to expand parking for the neighborhood, staff has been exploring options for adding additional parking as part of planned developments. Staff has also been investigating the feasibility of a smaller format parking garage that could consolidate parking in one area, relieving the waitlist backlog, and opening up the possibility for development nearby as many of these lots are clustered next to one another. A recent example of this is the parking garage at 7331 N. Sheridan Road in Chicago which opened in 2015 and provides relief for the shortage of neighborhood parking for residents and visitors, while also potentially returning some of these parcels to the tax rolls.

Staff has received an unsolicited letter of intent from Orange Properties Investment Corporation for Lot 32 located at 825 Hinman, just south of Main/Hinman intersection and The letter of intent indicates the purchase price will be determined by a certified appraisal of the properties. The broker representing Orange Properties indicated they would like to redevelop the property as residential and are open to partnering with the City of Evanston to incorporate additional public parking.

Staff is seeking feedback from the Committee regarding the desire to pursue redevelopment of these properties and the potential to add additional parking for neighborhood residents.

Lot 25 - 1614 Maple (31 spaces)
Staff has also received an unsolicited letter of intent from Orange Properties Investment Corporation for Lot 25 at 1614 Maple just north of Davis Street. This parcel is a parking lot that was leased by the post office in a long term lease for over a decade. The most recent renegotiation of that lease moved all of the post office overflow parking into the underutilized Maple Ave. Parking Garage, leaving this lot vacant as a potential redevelopment parcel. The lot currently is open to hourly visitors who pay at the paybox and also has a small number or permitted spots.

Staff is seeking feedback from the Committee regarding the desire to pursue redevelopment of this property.

Attachments:
- Maps of Properties
Lot 1 South/Hinman
727 Main and surrounding parking
To: Alderman Melissa Wynne, Chairman
    Members of the Transportation/Parking Committee

From: Jill Velan, Parking Division Manager

Subject: Parking System Pilot Programs

Date: August 27, 2018

Recommended Action:
This item is presented for discussion and recommendations 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.

**August Parking Topics:**

- **Time Restricted Parking**
  - Implement 2-hour parking on the east side of 1900 Maple Avenue
- **Residential Parking Permits**
  - Create a day-time on-street employee parking permit for business districts, excluding Downtown Evanston.
- **Permit Parking Lots**
  - Lot 23 – Dempster Street and Elmwood Avenue
    - Test selling day time permits to area business employees
    - No longer allowing commuter parking
- **Park Evanston App**
  - Charge for parking, using the Park Evanston app, on side streets near business districts (excluding Downtown Evanston)

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