

AGENDA
COMMITTEE OF THE WHOLE
January 21, 2020 – 7:30pm

- 1) **2019 Public Works Update**
- 2) **Complete Streets Policy Presentation**
- 3) **ERP Update & Next Steps**
- 4) **Dog Leash Discussion (Alderman O'Brien)**

COMMITTEE OF THE WHOLE AGENDA – May 21, 2019

1) **Topic:** 2019 Public Works Update

Background:

The Public Works Department went through significant transitions but also made significant strides in 2019. At the same time the department was able to complete a significant Capital Improvement Program. The department achieved much, despite the transition of both the department leadership positions, which occurred right in the heart of the construction season. This is a credit to the staff and their dedication and efforts during that time. I wanted to take the opportunity to share these successes with City Council, as the successes and accomplishments are ultimately that of the Council and the residents who support us and provide the resources necessary to achieve these accomplishments.

The catchphrase used at Public Works is “Take Time to Recognize the A’s”. Just like a child that comes home with four “A’s” and one “D”, from time to time, we all run into a project that doesn’t go quite as planned. While we need to learn from those failures and make efforts to improve in those areas so they aren’t repeated, we also need to not dwell on the “D”, but take time to “recognize the A’s”. Staff is encouraged to take time to acknowledge that for every one thing that doesn’t go exactly as planned, a hundred things do go as planned. This report is my opportunity to recognize the Public Works staff for an outstanding year and to thank the City Council for providing the resources necessary to accomplish so much.

Community Development

The Community Development Division continued to build on several procedural and foundational changes implemented in 2019, which will continue to evolve in the coming year. Many of these changes will be very important as the task of beginning the EnerGov build evolves, which will begin this month. A staff work group and subject matter experts for the build and implementation process have been established and will be led by the Assistant Director.

Staff has developed a new procedure for handling property maintenance and code enforcement issues. The new procedure involves all inspectors, which has had a very positive effect on improving an overall team environment. This has improved customer relations and resulted in a greater rate of compliance, thus avoiding the adjudication process and employee burnout. Staff has also developed and reintroduced express and over-the-counter permits designed to expedite lower profile projects for residents and business owners. The Community saw significant construction, as indicated by \$54,000,000 in construction valuation on the building permits for 2019. The resulting revenues were equal to approximately \$1,250,000 or just under 2.5% of construction valuation. Below are some of the major construction projects/valuations from 2019.

- | | |
|---|----------------|
| • 1701 Golf Rd – Concourse & Interior Remodel | \$5.5 million |
| • 1301 Meijer Drive – Store refresh & parking lot | \$4.5 million |
| • 600 Hicks – Interior remodel & parking lot | \$3.7 million |
| • Elizabeth Place – Reroof 34 buildings | \$1.7 million |
| • Meadow Square – Site work | \$2.65 million |

Staff has standardized the utilization of third-party inspection and plan review services to help balance workloads, improve customer service and responsiveness, while protecting smaller residential projects from large consultant fees.

One of the most significant accomplishments of 2019, was the City Council's approval of the community's Comprehensive Plan. This was an important project for the community, and required significant staff hours to complete. Additionally, staff began working with the consultant to update the City's Zoning Code. This is long overdue and Staff hopes to have the newly updated Code available for the Council's review and approval in the first half of 2020. As a reminder, this will include all the sign code updates as well.

There are several other major projects the Community Development Division will be challenged with in 2020. Staff plans on updating the City adopted Building Code series, which will include eliminating and/or updating outdated or unnecessary code amendments, thereby making it easier for architects, builders, and developers. Another major project will include a comprehensive update of the City's Fee Schedule. As indicated at a past Committee of the Whole meeting, the current fee schedule is cumbersome and difficult to apply, even for staff. This is also planned in the first half of 2020.

Utilities Division

The Utilities Division has been an incredible influence on the operational improvements and environment being developed in the Department. The Division leadership has worked very hard to break down operational walls that had existed historically between the Underground and Water Operations Divisions. Both the Superintendent and Supervisor have implemented an atmosphere of collaboration and team work across the newly established Utilities Division, which is developing a positive team environment throughout the Department. This has led to the completion of more unresolved tasks, projects, and improvements by these Divisions than senior employees can recall in recent memory.

Last year also included significant water main replacement projects, with the approval of the infrastructure improvement bonds. The City committed to replacing older water mains that have long exceeded their useful life. The locations include; the Waverly Park Subdivision, Weber Road, and Arbor Drive. This year, those improvements will continue within the Waverly Park Subdivision, Arbor Drive, and also will include South Street, and potentially, Plum Grove Drive. These improvements will have long lasting benefits to the City, as they are all some of the highest priority locations for repeat water main and water service emergency repairs. These impact the City not only because of staff and equipment costs, but the City also pays for the water lost during the water leak.

They will also continue to be challenged in 2020 with other major projects, unrelated to the water main replacement projects listed above. For example, staff will be implementing phase II of the SCADA system improvements that began in 2019.

These improvements have not only improved the staff's responsiveness and system reliability and security, but has also begun to save the City tens of thousands of dollars annually in unnecessary overtime and telecommunication costs. These savings will continue to be realized during the second phase of implementation. The Utilities Division will also be taking over all meter reading responsibilities which should improve service to businesses and homeowners. Other major projects include; the elevated tank maintenance and painting, the Brookview/Sunset Sewer Project, Pressure Zone Control Station Systems, and the Industrial Area Stormwater Improvements, to name a few.

Streets/Forestry/Refuse

The Streets Division had a great year as well, and despite all the good work done throughout the department, this group had possibly the best year of all. This Division was challenged in 2019 more than any division in Public Works. As a result of one contractor's poor planning and two grant projects coming due in the same year, the Street Division was responsible for the completion of one of the largest Road Programs in recent history.

In 2019, the Street Division was responsible for managing the completion of the Euclid Ave bike path (extending from Rohlwing Road to Salt Creek) and the Barker Avenue Bridge Reconstruction Project, which was completed just days prior to the beginning of the 2019/2020 school year. In addition to these two significant projects was the completion of the Kirchoff Road Resurfacing Project. Staff did an outstanding job at coordinating the City's special guests at the 4th of July parade, during the road construction. Their efforts, along with the City Engineer also saved the City approximately \$350,000 in median improvements and local road resurfacing by using federal funding dollars instead of local funding as part of the Kirchoff Road project. Projects this year included (*costs are approximate and construction only*):

• Barker Ave. Bridge	\$615,000	City Share (\$118,000)
• Euclid Bike Path	\$450,000	City Share (\$ 46,000)
• Kirchoff Road	\$2,100,000	City Share (\$410,000)
• Road Reconstruction	\$800,000	
• Road Resurfacing	\$865,000	
• Annual Maintenance	<u>\$425,000</u>	
TOTAL	\$5,255,000	

These projects were all completed while also performing the various operational in-house services, including; tree trimming, pothole repairs, tree removal, parkway restoration, sign repairs and installation, asphalt patching, and tree plantings, not to mention refuse operations. The staff excelled at completing these projects and performing these tasks while also expending significant hours and efforts supporting twenty (20) special events in 2019.

Challenges in 2020 will include aggressive annual reconstruction and resurfacing programs, along with resurfacing of a portion of Arbor Drive with \$280,000 in grant funding. There will also be several engineering efforts that will be pursued in 2020, including; the New Wilke and Algonquin Road Phase I engineering, the Quentin Road bike path Phase II engineering, the Hicks Bike Path Phase I engineering, and the Meadowbrook Bridge Phase I engineering. Again, the Staff is ready to meet the challenges brought by these projects, along with the regular annual maintenance work and another full special event calendar.

Internal Services

The Internal Services Division underwent some significant leadership changes as part of staff transitioning that took place over the last year. With new leadership and a new approach to operations, the Division is flourishing in all areas. Both the Supervisor and Foreman have revealed a renewed energy and outlook with the opportunities with the new challenges they've been given. This has been proven true by the outstanding track record they have with their ability to complete the projects in front of them.

Significant achievements in 2019, include; the Phase II trench drain replacement project, the Phase II City Hall HVAC replacement project, the City Hall water heater replacement, the cold storage bin repair project, and the first phase of HVAC replacements at Public Works. The Division has also begun taking a proactive approach by developing a long-term program for replacing mechanical systems and equipment based on their useful life.

This will allow for a more balanced funding approach and reduce emergency repair costs. In addition, they were able to complete all of the vehicle and equipment replacements identified in the program at a 95% completion ratio, for projects they were responsible to complete. This means that the funds budgeted accurately reflected the needs identified, and the projects were comprehensively under the budgeted funding by five (5) %.

The Division designed and implemented a new type of service performed on power takeoff units on police and administrative vehicles that was not available through dealers or manufacturers. Prior to this practice, the fleet experienced seven (7) failures in a year due to over-heating. After implementation of the change, only one (1) failure has been experienced. This new service practice has greatly reduced vehicle down-time. The Division also successfully completed the up-fitting on four (4) vehicles within the fleet, which typically saves the City approximately \$4,000/vehicle.

2020 offers challenges for these divisions as well, including; City Hall and Public Works interior work environment and safety improvements, ten (10) vehicle/equipment replacements, the motor pool floor coating project, HVAC system replacements (PW), etc.

Public Works/Community Development Summary

A common theme in many organizations is that our people are our greatest asset. That theme rings true within the Rolling Meadows Public Works Team. This Department is made up of dedicated individuals who take great pride in working together to provide the best service possible to the residents of this community. In fact, in an effort to show our appreciation for the continued community support the staff requested that the Public Works Department host its own special event in 2020. The return of a Public Works Open House will be planned to coincide with National Public Works Week, which is typically the last week in May.

Public Works will be challenged by annual projects, capital projects, permit processes, professional contracts, and all the other tasks and responsibilities that fall under the Public Works umbrella. In addition to those responsibilities, the Department has established and desires to accomplish the following goals and objectives¹;

- Continue to evaluate services/identify potential efficiencies, and;
- begin planning efforts for equipment and operational storage (Central Road Public Works Building and Fire Station 16), and;
- refine and update annual work plans to protect against institutional knowledge loss, and;
- continue to adapt, update, and implement new technologies (SCADA, ERP, etc.) to align with industry standards, and;
- improve department messaging through new outreach efforts, and;
- adopt new and/or more customer friendly codes, code sections, and acquaint the public and staff with newly adopted Codes.

I feel privileged to serve the residents of this community and to take on the year's challenges on their behalf. I am also very proud to lead such a hard-working group of people in attacking these challenges, and I am confident that the entire team is excited about the future and all the potential it holds.

As has been historically offered, the Council members are welcome to spend time with staff in Community Development and/or Public Works to understand the operations and process.

Staff is available for any feedback related to the information provided or any other matters related to the Department operations.

¹ *The goals and objectives are summarized for the Council's convenience. The complete goals and objectives can be found on page 40 of the City Adopted FY2020 Budget.*

Committee of the Whole Agenda – January 21, 2020

2) Topic: Potential Adoption of Complete Streets Policy

Attachments:

- Draft Complete Streets Policy (adopted by Resolution)
- Draft 2020-2025 Resurfacing and Reconstruction Projects (To be provided at meeting)

Why do we need a Complete Streets policy?

As reported in a recent weekly notes report, staff is drafting and is forwarding for consideration the adoption of a “Complete Streets” policy. The Northwest Municipal Conference’s scoring for STP grant applications awards significant additional points for projects in communities that have adopted this policy. Complete Streets policies formalize a community’s intent to plan, design and maintain streets so they are safe for all users of all ages and abilities. The policies direct transportation planners and engineers to consistently design and construct the right-of-way to accommodate pedestrians, bicyclists, and public transportation users in addition to auto and truck motorists. Many local communities have already adopted Complete Streets Policies and are constructing projects that meet the program’s objectives. Not having a Complete Streets policy will put STP applications in communities without polices at a competitive disadvantage compared to those who do have policies.

What’s in a Complete Streets policy?

Complete Streets can be achieved through a variety of policies: ordinances and resolutions; rewrites of design manuals; inclusion in comprehensive plans; internal memos from directors of transportation agencies; policies adopted by city and county councils; and executive orders from elected officials, such as Mayors or Governors. At a recent Northwest Council of Mayors meeting, attendees were informed that in order to receive “bonus” points for a Complete Streets policy, it MUST be approved by the local jurisdiction and that they would evaluate the content of the policies according to the recommendations outlined by Smart Growth America. This organization has developed a guideline outlining ten elements of a Complete Street policy as follows:

An ideal Complete Streets policy includes the following:

1. **Vision and intent:** Includes an equitable vision for how and why the community wants to complete its streets. Specifies need to create complete, connected, network and specifies at least four modes, two of which must be biking or walking.
2. **Diverse users:** Benefits all users equitably, particularly vulnerable users and the most underinvested and underserved communities.
3. **Commitment in all projects and phases:** Applies to new, retrofit/reconstruction, maintenance, and ongoing projects.
4. **Clear, accountable expectations:** Makes any exceptions specific and sets a clear procedures that requires high-level approval and public notice prior to exceptions being granted.
5. **Jurisdiction:** Requires interagency coordination between government departments and partner agencies on Complete Streets.

6. **Design:** Directs the use of the latest and best design criteria and guidelines and sets a time frame for their implementation.
7. **Land use and context sensitivity:** Considers the surrounding community's current and expected land use and transportation needs.
8. **Performance measures:** Establishes performance standards that are specific, equitable, and available to the public.
9. **Project selection criteria:** Provides specific criteria to encourage funding prioritization for Complete Streets implementation.
10. **Implementation steps:** Includes specific next steps for implementation of the policy.

What can the implementation of a Complete Streets policy look like?

The images provided show a segment of Roosevelt Road in Forest Park, Illinois after implementation of a Complete Street project where costs were shared between the Village and a State of Illinois grant. Forest Park adopted Complete Streets in 2011 and completed the project in 2017, using TIF funds to pay their 50 percent share of the project. Complete Streets elements included in the project were ADA pedestrian crosswalk and sidewalk upgrades, pedestrian benches, trash receptacles, and bus shelter improvements, "bump-outs" at the end of parallel parking lanes and strategically placed landscaped center medians to improve pedestrian safety, pedestrian scaled lighting, and the addition of bike racks. Right-of-way widths and average daily traffic volumes along this segment of Roosevelt Road are similar to Rolling Meadows' Algonquin Road corridor.



When does the policy need to be adopted?

The current STP call for project is now open through March 15, 2020. The City is currently preparing applications for four projects under this deadline. If the city wants these projects to be eligible for up to 50 additional competitive scoring points, the policy will need to be adopted when the City submits its application no later than March 15th.

With Council consensus to proceed, staff will complete the attached draft policy for consideration by the Council at its January 28, 2020 meeting.

Does adoption of the policy bind the City to certain types of improvements?

While it is expected that those that adopt the policy are genuine in their intent to develop their rights-of-ways for all users, policies can describe a process by which design elements can be omitted from plans. Improvements for certain roads intended for motorized traffic, such as interstates, can be omitted, as can projects where physical or financial impracticalities exist. Exclusion of certain improvements from a project would require notice to residents and findings by the corporate authorities why certain improvements couldn't be considered or incorporated.

Draft 5 Year Reconstruction and Resurfacing Projects

Pursuant to requests, a draft list of reconstruction and resurfacing projects planned for the next five years was prepared and is attached for the full Council's review.

Direction Requested

Staff requests consensus from the Council to finalize the draft Complete Streets Policy for formal consideration at the January 28, 2020 Council meeting.

A RESOLUTION APPROVING A COMPLETE STREETS POLICY FOR ROLLING MEADOWS

WHEREAS, the City of Rolling Meadow, Cook County, Illinois (the “City”) is a duly organized and existing municipal corporation created under the provision of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

WHEREAS, the City is a vibrant and diverse community and technology center that enjoys an existing street and sidewalk network that connects residents, local workforce employees, and visitors to shopping, employment, recreational, and public transportation opportunities; and

WHEREAS, the City recognizes that street rights-of-way are our most prominent public spaces, and that great communities must achieve a balance between mobility needs, adjoining land uses, environmental and community interests; and

WHEREAS, some City residents and employees that work within the community do not have access to a personal automobile, and for reasons such as age, economics, or ability to drive, the only alternative transportation options to them are walking, bicycling or using public transit; and

WHEREAS, many residents and visitors choose to utilize non-auto-oriented travel options such as walking, bicycling, and taking public transit as convenient, economical, or sustainable alternatives to driving a motor vehicle; and

WHEREAS, increasing walking, bicycling, and the use of transit offers the potential to improve the health of a community, decrease congestion, decrease air pollution, decrease dependence on fossil fuels and their foreign supply sources, and increase the efficiency of road space and transportation resources; and

WHEREAS, Complete Streets are designed to improve mobility and connectivity, increase physical exercise, increase safety, enhance neighborhoods, businesses, and institutions, and advance the quality of life for all Rolling Meadows citizens, businesses and visitors; and

WHEREAS, Complete Streets improve access and safety for those who cannot or choose not to drive motor vehicles; and

WHEREAS, Complete Streets provide safe and convenient access for all users to key community destinations, including parks, commercial districts, libraries, employment centers, transit opportunities and public buildings; and

WHEREAS, the City views all transportation improvements as opportunities to connect neighborhoods, parks, schools, businesses, services, trails, and adjacent communities, to calm traffic and improve safety, provide greater access and mobility for users of the public right-of-way, and recognizes bicycle, pedestrian, and transit modes as integral elements of the transportation system; and

WHEREAS, the City of Rolling Meadows' Comprehensive Plan promotes a transportation principal that residents, employees and visitors should be able to drive, walk, or bike safely and conveniently throughout the City for their daily needs and activities; and

WHEREAS, this policy will help support the City of Rolling Meadows in securing funding for future Complete Streets projects from the Northwest Municipal Conference and other regional and state grant programs.

NOW THEREFORE BE IT RESOLVED that the Mayor and City Council of the City of Rolling Meadows, Illinois hereby adopts a Complete Streets Policy, the goals, elements, and procedures of which are as outlined below in Section 1.

Section 1. Complete Streets Policy adopted.

1. Vision and intent

Under this Complete Streets policy, Rolling Meadows will develop and provide an integrated multimodal transportation network that contributes directly to the safety, health, economic vitality and quality of life of all residents, especially the most vulnerable (pedestrians, bicyclists, youth, senior citizens, disabled, low-income, minority and immigrant populations).

Non-automobile modes of transportation including bicycling, walking, and public transportation will be included in transportation planning and project delivery to create a complete and connected network of Complete Streets. Underserved populations will be prioritized throughout the planning process.

The transportation system of the City of Rolling Meadows will be an equitable, balanced, and effective system where every transportation user can travel safely and comfortably. Persons of all ages, abilities and circumstances will be able to use their transportation mode of choice for trips including commuting, shopping, going to school, and recreating; and they will be able to meet their transportation needs safely, conveniently, reliably, affordably, and efficiently. Together, this integrated transportation system will support healthy and thriving individuals and communities, as well as the cultural life and businesses of those communities.

2. Prioritization of diverse users

Rolling Meadows' Complete Streets project delivery process will prioritize underserved populations to ensure that access to a car is not a barrier to travel, safety, health, employment, and housing. These populations will include census tracts where at-risk populations meet or exceed county averages. These populations are defined as people of color, people with disabilities, senior citizens, youth, households with no or limited access to a vehicle, and households where people speak English less than very well.

3. Applicability across projects, phases, and jurisdictions

All projects will start with a Complete Streets approach, where Complete Streets objectives and elements are incorporated into all phases of the project development process, including statement of purpose and need, scoping, design, and construction, and for all project types, including newly constructed roads, reconstruction and roadway retrofits, resurfacing projects, repaving projects, and routine maintenance, where applicable, to allow all road users to move safely, comfortably, conveniently and independently.

During construction projects and repair work, accommodations will be provided for pedestrians, cyclists, transit users, and motor vehicles to ensure safe and comfortable access is provided.

All projects and facilities in public right-of-way, whether publicly or privately funded, will adhere to this Complete Streets Policy. Rolling Meadows will work with each transportation agency at the start of each project to scope out opportunities for the inclusion of Complete Streets elements, such as sidewalks, bicycle infrastructure, transit amenities, and intersection improvements. These agencies include but are not limited to the Illinois Department of Transportation (IDOT), Cook County Department of Transportation and Palatine, Wheeling, Schaumburg and Elk Grove Townships.

In addition, Rolling Meadows will coordinate with external partner agencies to get input on roadway projects, including but not limited to the Cook County Health Department, Illinois Department of Natural Resources, Pace, Metra, Park Districts, School Districts, local non-profits, and members of the public.

The lead department managing transportation projects for Rolling Meadows will ensure inter-departmental coordination. Departments will include planning, engineering, public works, Rolling Meadows elected and appointed officials, and others.

4. Exceptions to the policy

This policy allows for the exclusion of modes of transportation and users types, specified in Section 1, on corridors and/or in projects where:

- a. Accommodation for the specified users are prohibited, such as limited access highways or walking paths.
- b. Cost of the facility or accommodation for a specific mode or user type is excessively disproportionate to the need or probable use expected over the next 20 years.
- c. A documented absence of current and future need as specified by local and regional long-range plans, including the most recent versions of the Chicagoland Metropolitan Agency for Planning's Regional Trails and Greenways Plan, and local and regional bicycle, pedestrian, and comprehensive plans.
- d. Emergency repairs that require an immediate, rapid response will not require the addition of Complete Streets accommodation; however, opportunities to improve multi-modal access should be considered where feasible. Temporary accommodations for all modes currently served by the corridor should still be made.
- e. Projects that were initiated prior to this policy, where additional design and engineering costs would exceed the budget and/or impact the project timeline.

The process for approving exceptions will be established by the committee created in Section 9. Exceptions will be discussed, publicized, and open for public comment during a City Council meeting prior to approval.

5. Design guidelines and flexibility

Rolling Meadows will consult the latest best practices when designing projects, including, but not limited to, the most recent editions of:

- American Association of State Highway and Transportation Officials (AASHTO)
 - A Policy on Geometric Design of Highways and Streets
 - Guide for the Development of Bicycle Facilities
 - Guide for the Planning, Design and Operations of Pedestrian Facilities
- American Planning Association (APA)
 - Complete Streets: Best Policy and Implementation Practices
 - U.S. Traffic Calming Manual
- Federal Highway Administration (FHWA)
 - Small Towns and Rural Multi-Modal Networks
 - Manual of Uniform Traffic Control Devices (MUTCD)
 - PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System
 - Incorporating On-Road Bicycle Networks Into Resurfacing Projects
- Institute of Transportation Engineers (ITE): Designing Walkable Urban Thoroughfares: A Context Sensitive Approach

- National Association of City Transportation Officials (NACTO)
 - Urban Bikeway Design Guide
 - Urban Street Design Guide
- U.S. Access Board: Accessible Public Rights-of-Way: Planning and Designing for Alterations
- Pace: Transit Supportive Guidelines
- Chicagoland Metropolitan Agency for Planning: Complete Streets Toolkit
- Active Transportation Alliance: Complete Streets Complete Networks

The above guidelines will serve as a starting point for all projects and will be adhered to on all locally-led and funded projects.

Rolling Meadows will review design manuals for guidance on projects led by other jurisdictions to identify opportunities for the inclusion of Complete Streets. Additional manuals that will be used on projects led by, controlled by, or funded by outside jurisdictions include the Illinois Department of Transportation's (IDOT's) Bureau of Design Environment and Bureau of Local Roads manuals, and the Cook County Division of Transportation design standards.

Staff, elected officials, and the committee established in Section 9 responsible for designing, reviewing, and approving transportation projects, programs, and procedures will receive training on Complete Streets design considerations best practices for implementation annually.

6. Land use and context

Rolling Meadows will require new or revised land use policies, plans, zoning ordinances or equivalent documents to incorporate and reference the Rolling Meadows Complete Streets policy and vision. Existing plans, policies, and ordinances will be reviewed in the early scoping phase of each roadway project. Where existing plans and policies conflict with the Complete Streets policy, the former will be revised to ensure consistency with the latter.

Complete Streets elements considered for projects will be sensitive to the surrounding context, including current and planned buildings, parks, trails, other adjacent land uses and nearby destinations, general development pattern, roadway typologies, as well as its current and expected transportation needs.

Unintended consequences, such as involuntary displacement, will be avoided when possible or addressed with equity and fairness to the affected party or parties.

7. Performance measures

In general, Rolling Meadows will use available information and datasets to track high-level progress toward the implementation of the Complete Streets policy. The Rolling Meadows Public Works Director, or designee, will report annually in a public forum to the Rolling Meadows City Council on the below performance measures. Target dates and the process for reporting will be developed by the committee established in Section 9 of this policy. The performance measures will include:

- a. Accommodations and infrastructure constructed:
 - o Linear miles, by bikeway facility type, of bike infrastructure, and linear feet of sidewalks installed, maintained or reconstructed: calculated upon completion of each Complete Streets project and tallied annually.
 - o Number of bike racks installed.
- b. User Counts:
 - o Five-year American Community Survey data on modes of travel to work.
 - o Students walking and biking to school: collected at least annually by school districts.
 - o Trail counts: conducted annually at major access points along existing and newly constructed trails.
- c. Safety and Equity:
 - o Severe and fatal crash statistics for all modes of transportation using IDOT's annual crash summaries for Rolling Meadows.
 - o The number of community members and community organizations involved in project development.

Other measures may be tracked at the project level including cost of project, potential number of users, traffic safety impact, and/or percent of transportation- and public works-related budget, which is spent on bicycle and pedestrian infrastructure, facilities, or elements.

8. Project selection criteria

When considering the various elements of street design, Rolling Meadows shall give priority as follows:

- a. Above all, safety is imperative, with pedestrian safety having the highest priority followed by bicyclists, the next most vulnerable types of users. Safety of children, seniors, and mobility-challenged individuals and populations, who cannot or choose not to drive, shall be a high priority.
- b. Street design elements that encourage and support walking, biking, and transit trips in a manner that considers the context of the surrounding community as well as the broader urban design needs of Rolling Meadows.

- c. Rolling Meadows recognizes that not all modes can receive the same degree of accommodations on every street, but the goal is for users of all ages and abilities to safely, comfortably and conveniently travel across and through the network.

During Rolling Meadows' annual budgeting process, projects that advance Complete Streets and the performance standards outlined in Section 8, including equitable access to those most in need, will be prioritized for funding. As such, Rolling Meadows will prioritize universal and equitable investment in underserved neighborhoods throughout Rolling Meadows which lack existing infrastructure that encourages walking, biking, and transit trips, as well as areas where data indicate crash risk and health disparities. Projects will be reviewed by the committee established in Section 9 during Rolling Meadows' annual budgeting process.

9. Implementation

The Rolling Meadows Capital Improvement Committee will implement this policy with the assistance of Public Works staff. Tasks will include, but are not limited to:

- a. Developing a project delivery process that ensures:
 - o High need areas defined in Section 2 of this policy are identified, and considered priorities for grants and other capital improvement projects.
 - o Complete Streets considerations are included in Rolling Meadows' scoping and budgeting process.
 - o A checklist is developed to ensure the inclusion of Complete Streets in all projects and all phases of development.
 - o Standards and a review process are developed for the inclusion of Complete Streets in private development.
 - o Diverse users and community-based organizations, including bicycling groups and organizations, walking and running clubs, organizations representing senior and disabled persons, and minority or underserved populations are incorporated into public engagement processes and project decision-making.
 - o Relevant agencies, departments, legislative bodies and partners are consulted at key points.
 - o Previous planning studies are reviewed during project scoping and design for consistency.
 - o A transparent, public process is established for requesting and approving exceptions to this policy.
- b. Establishing a methodology and protocol for providing a public approach for performance measures identified in Section 8.
- c. Identifying training opportunities for staff and elected officials to receive regular training on internal processes, procedures, protocols, and best practices in Complete Streets design and policy implementation.

Section 2. If any portion of this Resolution or its application to any person or circumstance is held to be invalid by any court of competent jurisdiction, the invalidity of that provision or application shall not affect any other section of this Resolution or its application.

YEAS:

NAYS:

ABSENT:

Passed and approved this 28TH day of January 2020.

Joe Gallo, Mayor

ATTEST:

Judy Brose, Deputy City Clerk

DRAFT

Committee-of-the-Whole Agenda – January 21, 2020

3) ERP Update

The City is undertaking a comprehensive software update across all City Departments called Enterprise Resource Planning (ERP) software. **The overall goal** is to update outdated software platforms, compartmentalized software, databases, paperwork, duplicative data sources, and spreadsheets into a comprehensive Enterprise Resource Planning (ERP) software program.



<https://www.tylertech.com/>

Technology to Create Change

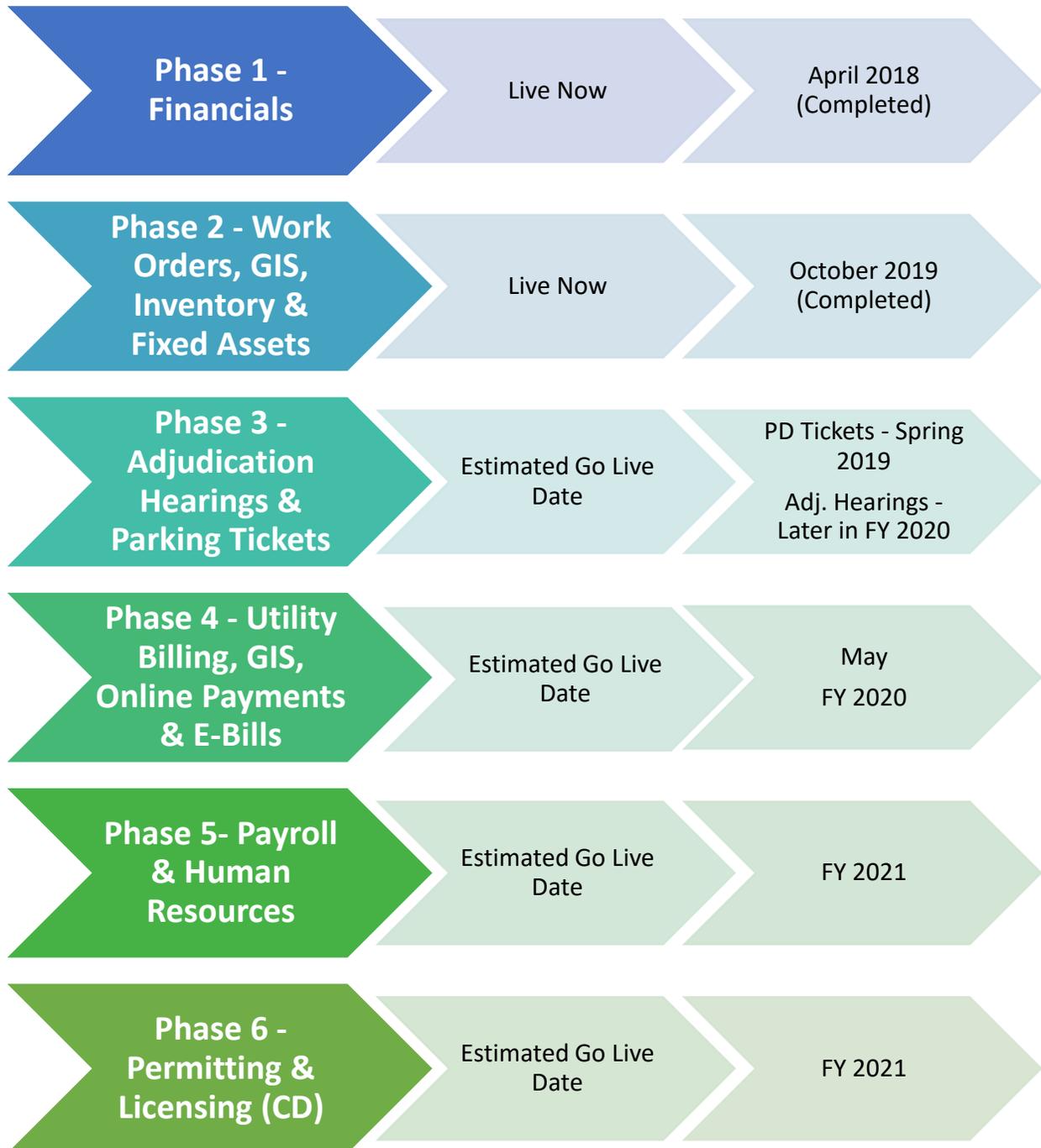
Our ERP solutions manage core business functions no matter the size or complexity. Small cities, large counties, special districts, authorities, and school districts all benefit from Tyler's financial management solutions by integrating core financial applications with human resources, revenue management, tax billing, and asset management.

Our solutions break down departmental data silos, streamline processes, and eliminate duplicate data entry so you can monitor key business intelligence across departments and identify trends year over year.

Resolution 17-R-47 approved an Agreement with Tyler Technologies for the City software upgrade and Resolution 17-R-48 approved a Professional Services Agreement with Baker Tilly. Baker Tilly, the City's ERP Consultant, is assisting the City with process improvements and project documentation. (This past week Baker Tilly facilitated a process review meeting with Tyler, Public Works and Finance for the City's Work Order and Utility Billing modules.)

At tonight's Committee-of-the-Whole Meeting, Staff will provide an update on the Enterprise Resource Planning (ERP) project's milestones, budget status and next steps during a brief PowerPoint presentation. The City's software upgrade is a multi-phased, multi-year project spanning all City Departments' functions with a focus on improving customer service for residents and businesses.

Estimated Project Timeline:



* For the City's Citation and Adjudication Software Solution, the City approved the contract with DACRA for this software (includes a Tyler integration) (Resolution #19-R-103).



ERP Phases Summary: The timeline for the ERP schedule has a specific order of operations to install each module. It is very important that the modules be added logically, accurately with other modules and correctly each time.

The timeline was adjusted due to the City's new IT Coordinator coming on board (the IT Coordinator oversees the project). Tyler has been proactive in their software maintenance and upgrades. Even after modules have gone live there has been adjustments and updates from Tyler (as with any type of software integration).

- **GIS Standardization (Ongoing):** The GIS Consultants, City Staff and Tyler are building the address integration for the ERP. The GIS component crosses all platforms and is essential to be tested and implemented correctly for each module.
- **Tyler Munis Financials (Implemented Successfully in 2018):** General Ledger, Financial Reporting, Budget, Accounts Payable, Requisitions, Purchase Orders and Accounts Receivable modules are all functioning very well and being used by all City Departments.
- **Work Orders (Implemented in 2019):** Public Works went with a “soft” live with Work Orders in October 2019. The GIS connection needs to be integrated in the Spring of 2020 to complete the final “go live” portion and to also to connect with the Utility Billing module. (Baker Tilly is currently working with Public Works and Finance on this module.)
- **Adjudication / PD Ticketing (DACRA) (Estimated Spring 2020 for PD Tickets and Adjudication Hearings Later in FY 2020):** The City has contracted with DACRA for Adjudication Hearings and Police Department Ticketing. Currently, this module is being built and will be integrated with the Tyler Munis ERP. DACRA is estimated to go live in the Spring of 2020.
- **Tyler Cashiering & Citizen Self-Service Online Portal (Estimated Spring 2020):** The Tyler Cashiering (Finance front counter) Portal will go live in 2020 at the front counter in Finance and the Citizen Self-Service Online (payments and billing history) will go live with the Utility Billing module.
- **Utility Billing (Estimated late Spring 2020):** The City bills close to 7,000 Utility Billing accounts on a monthly basis (water, sewer, stormwater and refuse). This comprehensive software upgrade enhances the current billing system, Utility Bill

invoices, collections/shut off process; provides a full integration with GIS data; and enhances payment and bill options via a “Citizen Self-Service Online Portal”. The estimated go live date is May 2020.

Informational & Marketing Plan for Utility Billing Phase:

- ✓ Front counter & website updates about Utility Billing Changes (January to June 2020)
 - ✓ January Committee-of-the-Whole Meeting
 - ✓ February 1st Utility Bills – Auto Payment Insert with the Utility Bills
 - ✓ February E-News & Views Article
 - ✓ February Committee-of-the-Whole Meeting
 - ✓ March Special Mailing for Residents (Utility Billing & US Census Information)
 - ✓ March News & Views Article
 - ✓ March Committee-of-the-Whole Meeting
 - ✓ April E-News & Views Article
 - ✓ April Committee-of-the-Whole Meeting
 - ✓ May News & Views Article
- **Capital Assets & Project Code Accounting (Estimated Fall 2020)** (tracking capital assets and depreciation schedules): The estimated go live is towards the end of FY 2020. Some work has already started for this module. This module requires complex set up by Finance and IT Staff and the data will be audited by the City’s Auditors.
 - **Permits & Licensing (Estimated 2021):** Public Works and IT are building out the software development schedule with Tyler for 2020. The analysis and software development work will begin in January 2020. These essential modules take approximately twelve months to integrate the data and build out the modules.
 - **Payroll/Human Resources (Estimated 2021):** The City processes payroll and administers human resources benefits for all City employees and processes payroll for the Library. The work will start on these critical modules in 2020 (some work has begun). The estimated go live date is 2021. (This is a very complex integration.)

Project Budget & Cost Update:

The Tyler Munis contract is approximately \$825,000 for the cost of the project. The City has an ERP contract with Tyler and is approximately 33% completed to date. The City has an ERP professional services contract with Baker Tilly of approximately \$125,000 and is approximately 33% completed to date.

>>>> The budget for the project is on track for both Tyler and Baker Tilly.

Council Discussion: None at this time. This is an update as to the status of the project and the next steps in this comprehensive upgrade for the City of Rolling Meadows.

Committee-of-the-Whole Agenda – January 21, 2020

4) (Chapter 14: Animals and corresponding items in Appendix B) Dog Leash Discussion (Alderman O'Brien)

Attachment:

October 30, 2019 Letter from Ms. Stacia Klasen to Alderman O'Brien

Background:

By City ordinance, all dogs must be leashed when not on the owner's property.

Notes: The City use to administer a dog license program and this was labor intensive; not always friendly; not all the paperwork was completed, followed up on and/or presented. License fees for dogs was eliminated in the City by Ordinance 14-42 on November 25, 2014.

For the last year the previous resident dog registration was in effect, approximately 2,000 licenses were issued. Based on internet research, approximately 40% of all homes in the United States have dogs. Using that statistic for Rolling Meadow and our approximate 10,000 homes, the city roughly has 4,000 dogs; of which only which half of the residents complied with the previous license ordinance.

Any stray dog RMPD picks-up (running at large) is take to the pound and cannot be released to the owners unless the dog is microchipped; the State of Illinois and Cook County have the same requirements.

Surrounding Communities and Animal Ordinance/Fine Comparison

Jurisdiction	Violation/Ordinance	Fine/Fee
Rolling Meadows	Animal License	None
	Animal Bite	\$25
	Animal Running at Large	\$100/\$250
Arlington Heights	Animal License	\$12/year
	Animal Bite	1 st time more than \$25, less than \$750
	Animal Running at Large	\$25, after 10 days but less than 21 \$30, after 21 days \$35
Palatine	Animal License	\$7/year
	Animal Bite	\$50
	Animal Running at Large	\$50
Schaumburg	Animal License	None
	Animal Bite	\$50
	Animal Running at Large	\$50
Hoffman Estates	Animal License	\$5
	Animal Bite	\$50
	Animal Running at Large	\$50
Buffalo Grove	Animal License	None

	Animal Bite	\$50
	Animal Running at Large	\$50
Wheeling	Animal License	\$13 one-time fee
	Animal Bite	\$50
	Animal Running at Large	\$50
Mt. Prospect	Animal License	None
	Animal Bite	\$100
	Animal Running at Large	\$100
Prospect Heights	Animal License	\$24 then \$12 every year after
	Animal Bite	\$100
	Animal Running at Large	\$15

Questions for discussion:

1. Should the Animal Bite fine be increased? (Chapter 14: Appendix B Article V)
2. Should the ordinance be modified to account for dogs needing to also be on leash or within a fenced (traditional or electronic) when on personal property?
3. Should the Animal Running at Large fine be increased? Chapter 14: Appendix B Article I: Sec. 14-8)
4. Should the current definition vicious dog be updated to reflect two occasions? (Chapter 14: Appendix B Article V: Sec. 14-114)
 - a. Current definition: *Vicious dog*. A dog that, without justification, attacks a person and causes serious physical injury or death or any individual dog that has been found to be a "dangerous dog" upon three separate occasions.
5. Should the animal license ordinance be reinstated? (Sec. 14-76 and 14-77)

Recommendation: In combination with focused enforcement during routine patrols by the RMPD, would like to recommend:

- an increase in the:
 - Animal Bite fine from the current \$25 to: \$100 for 1st offense, \$200 for 2nd, \$300 for subsequent violations.
 - Animal Running at Large fine from the current \$100 to: to \$150 for 1st offense, \$300 for 3rd and \$500 for subsequent violations.
- Modification of vicious dog definition from 3 occasions to 2.
- Ordinance be modified to include dogs must be leashed or protected by a fence (traditional or electric) while on owner's personal property.

Staff Comments & Recommendation:

None on this item.