

## 2018 Aug 21 QA

Wednesday, August 15, 2018 4:05 PM

### F. AWARDS AND RECOGNITIONS:

1. **18-640** Presentation of a Fire Chief's Award to Christine Sentman

### I. CONSENT AGENDA:

1. **18-650** Approve 07/05/18 thru 07/26/18 Cash Disbursement for \$31,669,412.33

<b>Q:</b>	<b>Please provide by Department a graph including budget for each Department and now how much has been spent? Please make sure it is the budget approved this fiscal cycle? Thank you.</b>	<b>Gustin, Patty</b>
<b>A:</b>	Attached are the expenses by department through 6-months.	Hallgren, Erik

2. **18-677** Approve the regular City Council meeting minutes of July 17, 2018
3. **18-490** Approve the award of Cooperative Procurement 18-156, SmartNet Maintenance, to CDW-Government for an amount not to exceed \$268,356.67 and a one-year term

<b>Q:</b>	<b>Should there be a General Fund IT by Department identifier moving forward? This may help to identify which departments have a higher IT need and use. #ITBreakdown</b>	<b>Gustin, Patty</b>
<b>A:</b>	<p>The City is required to use Fund Accounting. Therefore, the budget is structured to capture expenses and revenues at the fund level. Beyond that, the City can utilize a variety of options to categorize expenditures.</p> <p>The current methodology is to allocate expenses based upon the lines of service provided to the community. The current major lines of service are defined as electric utility services, water utility services, commuter parking services and general services (including police, fire, and public works). The reason for allocating expenditures this way is due to the revenues that are required to support the individual lines of service. The utilities and commuter parking services utilize rates, whereas the general services require taxes and fees to offset costs.</p> <p>Each one of these major lines of service is then supported by internal service departments including; Information Technology, Human Resources, Finance, Legal, Clerk, City Administration, Public Building Maintenance, and Fleet Services. Expenses related to each of these internal services is then allocated wholly to the major lines of service groupings. In the past, the City has used a hybrid methodology to assign the support activities directly to individual departments, however this caused two major issues:</p> <ol style="list-style-type: none"> <li>1. An increased number of internal transfers, thereby inflating both revenues and expenditures in the individual Funds.</li> <li>2. A higher administrative burden, attempting to break out expenses by cost center, the number of payroll codes and the number of accounts that individuals are required to utilize increase dramatically and thus increase the error rate for employees who do not deal in recording financial activity on a day to day basis.</li> </ol> <p>Due to these factors, staff does not recommend changing this budgetary methodology. Ultimately, fund is the most critical piece needed in determining</p>	Mayer, Rachel

utilities rates and tax levels.	
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4. **18-533** Approve the award for Cooperative Procurement, 18-166, Mobile Broadband Data Services, to Verizon Wireless for an amount not to exceed \$117,500 and for a one-year term

<b>Q:</b>	<b>#ITBreakdown</b>	<b>Gustin, Patty</b>
<b>A:</b>	See above	

5. **18-534** Approve the award of Cooperative Procurement 18-534, Cellular Phone Services, to Verizon Wireless for an amount not to exceed \$318,000 and for a one-year term

<b>Q:</b>	<b>#ITBreakdown</b>	<b>Gustin, Patty</b>
<b>A:</b>	See above	

6. **18-551** Waive the applicable provisions of the Naperville Procurement Code and award the Surplus Donation of Units 9308 and 9190 to the Naperville Heritage Society/Naper Settlement

<b>Q:</b>	<b>How much money are we looking at putting into these vehicles?</b>	<b>Hinterlong, Paul</b>
<b>A:</b>	The cost associated with the vehicles is minimal. The vehicles will not be kept in running condition, therefore some work to drain the oil and gas will be necessary. The work will be done by Naper Settlement's Buildings & Grounds crew. The vehicles may require towing from Department of Public Works-Fleet Services to the Care & Collection facility entrance around the corner and in the same parking area.	Tamayo-Calabrese, Rena
<b>Q:</b>	<b>Has the Settlement requested these? Will any City or Settlement costs be necessary or in future, storage, etc?</b>	<b>Gustin, Patty</b>
<b>A:</b>	Fleet Services contacted the Settlement to inquire whether there was interest adding the retired vehicles to the collection. Because of Settlement's efforts to ensure that staff is collecting contemporary history, and knowing that the police and fire departments in our City have a robust history, the vehicles a welcomed addition. The Care and Collection Facility has the space to accommodate the vehicles and is specifically designed to maintain environments suitable for long-term storage which is the sole purpose at this time. There is no anticipated cost for either DPW or the Settlement.	<b>Tamayo-Calabrese, Rena</b>

7. **18-574** Approve the award of Change Order #1 to Bid 17-124, Fire Department Personal Protection Gear, to LION First Responder for an amount not to exceed \$20,000 and a total award \$292,440

8. **18-575** Approve the award of Bid 18-137, Northwest Pump Station Odor Control, to R.J. O'Neil, Inc. for an amount not to exceed \$174,200, plus a 5% Contingency

<b>Q:</b>	<b>Where is location of Northwest waste water pumping station, Raymond and</b>	
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	Ogden? Thank you	Gustin, Patty
A:	Correct, the facility is located at the northwest corner of Ogden Ave and Raymond Drive.	Ries, Amy

- 9. **18-576** Approve the award of Bid 18-142, North Pump Station Interceptor Sewer Phase 1 - 30" Diameter CIPP Sanitary Sewer Main, to J.C. Dillion Inc. for an amount not to exceed \$740,330, plus a 3% contingency
- 10. **18-585** Approve the award of RFQ 18-032, Engineering Services for Storm Water Management and Special Management Area Projects, to Christopher B. Burke Engineering, Ltd., Engineering Resource Associates, V3 Companies Ltd., and WBK Engineering Ltd. as approved vendors for future projects and for a two-year term.
- 11. **18-612** Approve the award of Bid 18-178, 2018 Royal St George Water Main Replacement, to Copenhagen Construction, for an amount not to exceed \$475,386.78, plus a 5% contingency
- 12. **18-617** Approve the award of the First Extension to Contract 13-025A, Depository Banking, Lockbox and Safekeeping Services, to BMO Harris Bank for an amount not to exceed \$235,000 and for a 16-month term
- 13. **18-624** Approve the award of Option Year One to Contract 16-260, Contract Meter Reading Services for Water, to Alexander's Inc. for an amount not to exceed \$421,200

Q:	<b>Please provide information on timeframe of AMR and/or AMI Technologies implementation and installation cost, if available yet?</b>	Gustin, Patty
A:	Staff does not have a good estimated time or cost available yet, but have a multi-departmental team currently evaluating options. We do know that any AMR/AMI project would likely span multiple years.	Schatz

- 14. **18-651** Approve the award of Change Order #1 to Contract 18-004, 2018 Patching Program, to J A Johnson Paving Company for an amount not to exceed \$27,927 and a total award of \$426,127 and for an additional seven days
- 15. **18-682** Approve the award of Cooperative Procurement 18-206, 2019 Peterbilt Model 348 Cab and Chassis, to J X Enterprises, Inc., for an amount not to exceed \$191,450.54

Q:	<b>Would it be valuable to retain the old equipment for filler service during the high need periods? Trade in value of \$13,500.</b>	Gustin, Patty
A:	No. The unit is beyond its useful life. It would cost Public Works more money to keep the unit in service safely than it could offer in operational value.	Dublinski, Richard

- 16. **18-615** Approve the award of Change Order #2 to Contract 16-134, Municipal Advisory Services, to Speer Financial, Inc. for an amount not to exceed \$20,000 and a total award of \$111,671.66

<b>Q:</b>	<b>1. Item I. 16 (18-615) Municipal Advisory Services</b> If the "municipal advisory services are paid as part of the bond issuance and not a direct invoice for payment", then are we borrowing that money as part of the bond? Why wouldn't we just pay the fee outright?	<b>Boyd-Obarski, Rebecca</b>
<b>A:</b>	No, the borrowed dollars are based on the estimated capital costs only. The fees being paid from the proceeds is a function of efficiency in invoice payment. To clarify, these fees have always been recorded as "bond issuance costs". The issue was that the bond issuance costs were not recorded at the individual vendor level.	<b>Mayer, Rachel</b>

17. **18-656** Approve the award of Change Order #1 to Contract 18-012, IDenticard Building Access Control, to Pace Systems, Inc. for an amount not to exceed \$81,765 and a total award of \$146,015

<b>Q:</b>	<b>Is there building insurance to absorb the cost of the Public Works lightning strike damage?</b>	<b>Gustin, Patty</b>
<b>A:</b>	Lightning is covered under the City's property insurance. The property deductible for "all risk" perils (i.e. fire, lightning, windstorm, theft, etc.) is \$50K for the City and \$10K for the Naperville Settlement. Claims in excess of those amounts would be covered. The estimated cost associated for this lightning strike repairs are \$26,395, and therefore do not meet the City's property insurance deductible.	<b>Mayer, Rachel</b>

18. **18-667B** Approve the award of Change Order #3 to Contract 18-006, 2018 Sidewalk Removal and Replacement, to Whiteline Construction, Inc. for an amount not to exceed \$18,488.50 and a total award of \$533,983
19. **18-679** Accept the public improvements at Atwater, Ashwood Park North 4, Wolf Crossing Rd and Party City Bldg. Expansion and authorize the City Clerk to reduce the corresponding public improvement surety.

<b>Q:</b>	<b>In the City's acceptance agreements are waterway construction or modifications, erosion included in the Agreement? If not should it? Thank you.</b>	<b>Gustin, Patty</b>
<b>A:</b>	No, the waterway construction is not included, nor should it be. The acceptance of public improvements involves tangible assets that the City of Naperville is accepting and committing to maintain into perpetuity. These assets usually include streets, street lights, utility pipes and streetscape.  The drainageways are typically owned and maintained by a homeowners association or the Naperville Park District. The City of Naperville will not be taking over ownership or maintenance of those drainageways.	<b>Novack, William</b>

20. **18-638** Approve the City Council meeting schedule for September, October and November 2018

<b>Q:</b>	<b>November 6th is Election Day. What is the traditional policy on rescheduling?</b>	<b>Gustin, Patty</b>
<b>A:</b>	Historically, if a city council member is a candidate on that day, it is typically pulled from consent, briefly discussed and then typically moved to either the Wednesday after or Monday before, based on City Council availability.	<b>Krieger</b>

21. **18-686** Approve the use of an occupancy through December 31, 2018 at

the owner's risk for Avis Rental Car at the subject property located at 504 S. Route 59, Unit 504, Naperville

<b>Q:</b>	<b>When did Avis receive notice of lease expiration? Does a major change to PUD require public hearing through PZC for public input?</b>	<b>Gustin, Patty</b>
<b>A:</b>	Staff has not heard back from the petitioner regarding when Avis received notice of their lease expiration. The petitioner will be present and available to answer any questions at the Council meeting tomorrow. A major change to the PUD requires a public hearing before the PZC. Avis is scheduled for a public hearing before PZC on Wednesday, September 5, 2018.	Venard, Erin

- 22. **18-602B** Pass the ordinance approving a conditional use to permit a pet care establishment to have an outdoor area in the City's I (Industrial) District for the property located at 1847 West Jefferson Avenue (Wag N' Paddle) - PZC 18-1-043
- 23. **18-601B** Pass the ordinance approving a variance to permit a screened-in porch addition in the required corner side yard at the subject property located at 570 S. Julian Street, Naperville - PZC 18-1-057
- 24. **18-436B** Waive the first reading and pass the ordinance to establish two one-way stops at the intersection of Whirlaway Avenue and Jaipur Street/Riva Ridge Court (requires six positive votes).
- 25. **18-623** Waive the first reading and pass the ordinance amending Section 109.4 (Work Commencing Before Permit Issuance) of Section 5-1A-3 (Building Code: Amendments) of the Naperville Municipal Code (requires six positive votes).

<b>Q:</b>	<ul style="list-style-type: none"> <li>• <b>What is the average time for residents to expect the process of these inspections/steps you are recommending? If it is 4-6 months, approval, variances, easements agreements, plus potential weather constraints may lag corrections to a year.</b></li> <li>• <b>1) any other necessary approvals, such as zoning variances and/or easement encroachment agreements 2) permits, inspections, or other necessary approvals 3) permit and for which required inspections cannot be completed, the City may require the permit applicant to submit verification from a third-party contractor that said work has been completed per Naperville Code requirements.</b></li> <li>• <b>Are there any related cost outside of city fine? Will the City provide a list of third-party contractors? Will they be approved/recommended contractors by the City? If the intent is to increase the fine to reduce and deter permit violations maybe we just say that?</b></li> </ul>	<b>Gustin, Patty</b>
<b>A:</b>	<p>Once submitted, a building permit is reviewed (on average) within 21 calendar days; subsequent submittals are reviewed in 14 calendar days. During the permit review period, a petitioner may submit and process any other required applications, such as variances or easement encroachment agreements. On average, variances will take approximately 3 months to be processed through PZC and City Council. Provided that the utility departments are agreeable to an encroachment, the processing time for an encroachment agreement is nominal and should not hold up final processing of a permit. Once the building permit and variance are approved, inspections can be scheduled; inspection scheduling typically has a 3-5 day lead time.</p> <p>As written, the applicant is required to pay permit fees and double the cost for inspections and administrative fees, or \$500, whichever is greater. If a variance is required, the applicant would pay an additional \$405; if an easement encroachments agreement is required, the applicant would pay an additional \$130 (on average). If a third party contractor is required, that cost is also born by the applicant. The intent of requiring a third party contractor is not to serve as a further deterrent; rather, it is to verify that work which is no longer visible has been completed per code. Third party verification is not required when necessary inspections are scheduled because the City's inspectors can verify that code</p>	Laff

requirements are met as the project progresses and before the walls are closed up. The City does not provide a recommended list of third party contractors.

- 26. **18-636B** Pass the ordinance approving a variance to Section 6-16-4:2 of the Naperville Municipal Code to allow a wall sign to be installed on a residential property located at 2920 Leverenz Road, Naperville (Arbor Terrace) - PZC 18-1-063
- 27. **18-600B** Receive the staff report for Whirlyball located at 3103 Odyssey Avenue, Naperville - PZC 18-1-038 (Item 1 of 3)

<b>Q:</b>	<b>1. Item I. 27 (18-600B) Variances for Whirlyball parking</b> <b>a. Were there variances for the Top Golf development?</b> <b>b. Has petitioner indicated what uses might be proposed for the other lot once subdivided?</b>	<b>Boyd-Obarski, Rebecca</b>
<b>A:</b>	A. Top Golf received variances to allow a net height of 170', to allow a total wall signage in excess of 300 square feet, and to allow the parking facility to encroach into the 15' setback in the corner side yard. B. The petitioner has not indicated a potential use for the north lot.	Venard, Erin

- 28. **18-664** Pass the ordinance granting a variance to Section 6-9-3 to reduce the off-street parking requirements for the property located at 3103 Odyssey Avenue, Naperville (Whirlyball) - PZC 18-1-038 (Item 2 of 3)
- 29. **18-665** Pass the ordinance approving a preliminary/final plat of subdivision for Odyssey West Lot 1B subdivision (Whirlyball) - PZC 18-1-038 (Item 3 of 3)
- 30. **18-633B** Waive the first reading and pass the ordinance to amend the parking restriction on the east side of Brainard Street from the centerline of Hillside Road to a point 150' north of the centerline of Hillside Road and to establish a no parking, stopping, or standing zone between 7:45 a.m.-8:15 a.m. and 2:15 p.m.-2:45 p.m. on school days on the north side of Hillside Road from Thornwood Drive to a point 95' west of the centerline of Thornwood Drive (requires six positive votes).
- 31. **18-670** Pass the ordinance establishing temporary traffic controls and issue a Special Event permit for the 2018 Riverwalk Fine Art Fair on September 15-16, 2018
- 32. **18-676** Waive the first reading and pass the ordinance to establish traffic-control signal intersections on Trumpet Avenue and rescind the signal at the 248th Avenue and Wolf's Crossing Road intersection (requires six positive votes)
- 33. **18-580B** Pass the ordinance amending Sections 3-3-3 and 3-3-11 of the Naperville Municipal Code amending the Class P liquor license to incorporate Craft Distilleries.

<b>Q:</b>	<b>How many other distilleries have we approved without a location? If approved who approves the location?</b>	<b>Gustin, Patty</b>
<b>A:</b>	This is the first proposed craft distillery in Naperville so no other distilleries have been approved. The proposed text amendment expands the Class P liquor license to allow craft distilleries to serve alcohol and it increases the cap on the Class P license from two to three. Solemn Oath (craft beer) and 2 Fools Cider (craft cider) hold the existing two Class P licenses.	Lutzke, Jennifer

If Council approves the text amendment, once the proposed craft distillery chooses a location, TED will be responsible for making sure that the use in the chosen location is in compliance with the City's zoning requirements. Once the proposed craft distillery applies for a liquor license, the Liquor Commissioner will decide whether to approve the issuance of a liquor license.

- 34. **18-586** Adopt the resolution approving a land use permit from the Naperville Park District for the South Central Interceptor Bank Stabilization project.
- 35. **18-669** Adopt the resolution approving a workers' compensation settlement between the City of Naperville and Steve Woodham

**M. AWARD OF BIDS AND OTHER ITEMS OF EXPENDITURE:**

- 1. **18-609** Approve the award of Bid 18-177, Residential Water Meters, to Core and Main for an amount not to exceed \$1,799,380

<b>Q:</b>	<b>(18-609) Little confused on what has been budgeted for the project. 975K vs 1.2 M vs 1.8M? Do we have 2.4 M budgeted over 2 years for a 1.8M project?</b>	<b>White, Benjamin</b>
<b>A:</b>	This contract is one component of the City's water meter replacement program. This contract consists of purchasing small diameter (3/4" and 1") water meters. There are two additional contracts- one to purchase large-diameter (1.5" through 6") meters and an installation services contract. All three of these contracts make up the meter replacement program. The budget numbers referenced above are the yearly budget numbers for the three contracts together. This award of \$1,799,380 for small diameter water meters is the anticipated amount to be spent on small diameter meters, which is one component of the program, from the date of award until December 31, 2020.	Ries, Amy

- 2. **18-611** Approve the award of Change Order #1 to Contract 17-085, North Aurora Road Widening, to TranSystems Corporation for an amount not to exceed \$38,275 and a total award of \$1,380,948.23

<b>Q:</b>	<b>1. Item M.2 (18-611) North Aurora Road Widening</b> <b>a. Is the \$38,275 only for the design of the noise wall? Or also for purchase and installation?</b> <b>b. Will the City pay the full amount of the noise wall?</b>	<b>Boyd-Obarski, Rebecca</b>
<b>A:</b>	<p>a. The change order is only for the engineering associated with the wall. More specifically, this work includes public outreach, a geotechnical investigation, analysis of utility relocations, preparation of design plans and specifications, and review of contractor submittals. The change order will be paid for by the City of Naperville and Naperville Township who, by intergovernmental agreement, share proportionally in the cost of the project at 80%City/20%Township.</p> <p>b. The cost of construction for the wall is estimated to be about \$300,000. As a required element of the roadway improvement project, the cost of construction will be partially funded by federal dollars obtained for the project, with the balance to be paid for by the City and the Township. The percentage of federal, city, and township contributions has yet to be determined. Appropriate intergovernmental agreements to establish the funding breakdown will be sent to the City Council for approval once the plans are finalized and overall project costs can be established.</p>	Zibble, Peter
<b>Q:</b>	<b>Item M.2. (18-611) North Aurora Road Widening</b> <b>Does the change order amount only cover the sound wall design or the total implementation? This seems like it is in Aurora. Where is the Naperville/Aurora boundary?</b>	<b>White, Benjamin</b>
<b>A:</b>	Response: This change order only covers the design of the sound wall, it does	Novack,

not include the construction cost. The boundary between Naperville and Aurora is the Canadian National Railroad tracks; this property is located on the Naperville side of the boundary line.	Bill
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**O. REPORTS AND RECOMMENDATIONS:**

- 1. **18-616** Provide direction regarding the upcoming Downtown Vending Permit Cycle.

<b>Q:</b>	<b>Can we put a cap on 2? Just like we do with late night permits?</b>	<b>Hinterlong, Paul</b>
<b>A:</b>	Yes, per Section 3-7-11 (Downtown Food Vendor Regulations), the number of vending permits that can be issued in the downtown is currently capped at 2.	Laff

- 2. **18-654** Finalize the list of 2018 International Building Code significant changes to be presented for public comment and direct staff to begin the public review Period.

<b>Q:</b>	<p><b>1. Item O. 2 (18-654) Building Code Changes</b></p> <ul style="list-style-type: none"> <li><b>a. Item 18 – what constitutes a bedroom? And, how much more expensive is the egress window than a standard basement window?</b></li> <li><b>b. Item 53 – What is the rationale for a minimum occupant load of 300? Is there consideration for a person per square foot? What is the occupant load of some smaller footprint downtown establishments – e.g., Jackson Avenue Pub? 29 Martini Bar? Club Mamalu?</b></li> <li><b>c. Item 119 – Why is “dimming” capability needed?</b></li> </ul>	<b>Boyd-Obarski, Rebecca</b>
<b>A:</b>	<p>Item 18 – Per Title 5 (Building Code) of the Naperville Municipal Code, a bedroom is defined as "a private room planned and intended for sleeping, separated from other rooms by a door. A bedroom will have windows, closet and is physically separate from other rooms".</p> <p>As proposed in the code change, an egress window is only required if the basement includes a bedroom. When required, an egress window has minimum size (5.7 square feet in area, bottom of the window 44" or less from the floor, 20' wide and 24' tall, and potential for ladder access) and operational requirements that result in its increased cost over a standard window (egress windows are estimated to cost between \$2,000 - \$4,000 per window); the 3' width of the egress window can also conflict with easements in narrow side yards. However, when no bedroom is provided, the minimum code requirements for lighting and ventilation can be met through artificial lighting and mechanical ventilation; therefore, windows would only be provided if desired by the property owner. In such cases, the code does not specify minimum window sizes or styles and therefore cost is dependent on the window selected by the property owner.</p> <p>Item 53 - This code change is in a reaction to the Station Nightclub Fire of 2003. Group A-2 occupancies involve conditions such as large occupant loads, high occupant density, significant fuel loading and moveable furnishings and decorations. Group A-2 occupancies also include the potential for reduced lighting levels, high noise levels, combustible decorations, strobe and flashing lights, and confusing egress paths. Each of these items alone can be a significant issue, but when combined with the consumption of alcohol they lead to the inability of the occupants to promptly and safely exit the building under fire conditions.</p> <p>This requirement is for existing A-2 occupancies only. A new A-2 occupancy would trigger sprinklers at an occupant load of 100. The number of 300 for existing occupancies is in line with the minimum requirement for other A use groups ie; A-1, A-3 and A-4. The occupant load of a facility is figured with multiple factors including people per square feet, exit width, number of exits, travel distance to an exit and if the building is sprinkled or not. Small A-2 occupancies such as the Jackson Avenue Pub and the 29 bar do not have</p>	Laff/Scheller



occupant loads near the 300 limit. Club Mamalu may need to be reviewed only because the facility is directly connected to Features and creating one fire area which would exceed the 300 occupant threshold. However, in this case Features is completely sprinkled so the extension of some piping would be all that is required to come into compliance. We are not aware of any other facilities that serve alcohol that would exceed the occupant load or are not already sprinkled.

Item 119 - Dimmers are not required; however, if a property owner chooses to install a dimmer, dimmers must be installed on any switch that controls that light. For example, a stairway often has two switches - one at the top and one at the bottom. If only the switch at the top of the stairs has a dimmer and is dimmed as low as possible, there would be no ability for the person at the bottom of the stairs to increase the lighting prior to walking up the stairs. The proposed amendment prevents this from happening by ensuring that, if dimmers are used, they are installed at both ends.

3. **18-678A** Receive the 2018 2nd Quarter Financial Report
4. **18-678B** Receive the 2019 Financial Projection Report
5. **18-678** Receive the report on the City's 2019 Financial Priorities and Budget Development



# CY2018 FINANCIAL REPORT

## Department Budget to Actual

