

June 18, 2019 – City Council Q&A

Monday, June 17, 2019 8:38 AM

F. AWARDS AND RECOGNITIONS:

1. **19-605** Proclaim June 25, 2019 as the 100th Anniversary of the Naperville American Legion Post 43

I. CONSENT AGENDA:

1. **19-604** Approve 05/02/2019 thru 05/31/2019 cash disbursements for \$24,372,751.27
2. **19-616** Approve the regular City Council meeting minutes of June 4, 2019
3. **19-627** Approve the City Council meeting schedule for June, July and August 2019
4. **19-618** Approval of Mayoral appointments to the Building Review Board, Financial Advisory Board, the Housing Advisory Board, Planning and Zoning Commission, Riverwalk Commission and the Naperville Public Library Board of Trustees
5. **19-277** Approve the award of Sole Source Procurement 19-111, Harris Radio Hardware and Software Upgrade, to Harris Corporation for an amount not to exceed \$909,669.42
6. **19-538** Approve the award of Sole Source Procurement 19-113, Cla-Val Valves, to Dornier Company for an amount not to exceed \$165,000 and for a one-year term

Q:	Do Cla-Val's valve competitors also operate only with sole source distributors? Is that common in the industry?	Sullivan
A:	The competitors of Cla-Val vary in their distribution models. Some have a similar method and others do not. There are some distributors that will supply parts only and will not service the valves they sell. It is not uncommon in the water sector to see a mixed approach by vendors on product distribution and service.	Blenniss

7. **19-593** Approve the award of Bid 19-145, Custodial Services - Central Business District, to Diverse Facility Solutions, Inc. for an amount not to exceed \$315,722.60 and for a two-year term
8. **19-537** Approve the award of RFQ 19-009, 248th Avenue Phase I, to Civiltech Engineering for an amount not to exceed \$301,081

9. **19-602** Approve the award of JOC Procurement FD-001-CY19.A, HHW Storage Building Improvements, to F.H. Paschen, S.N. Nielson & Associates, LLC for an amount not to exceed \$108,909.65
10. **19-434** Approve the award of Change Order 2 to Contract 17-193, Electronic Bill Payment, to FIS for an amount not to exceed \$28,000 and a total award of \$135,400

Q:	I10. Does this extra fee cover unbudgeted expenses/overages we've <i>already</i> incurred on the contract ending June 30, 2019?	Sullivan
A:	The change order will expand the spending authority on the current agreement and allow staff to process the remaining invoices on the agreement. At this point, the City is not over budget on e-billing. The City allocated \$72,000 for e-billing services through the end of the year. Through May, FIS billed the City \$41,425. At the current pace, actual bills will exceed the 2019 budget. However, based on projections, the Finance Department will experience savings in several other areas, including payroll, that should cover the increased cost in e-billing services. Staff will note this increase and factor it into the 2020 budget when accounting for e-bill services.	Mayer

11. **19-477** Waive the applicable provisions of the Naperville Procurement Code and award Procurement 19-199, Electronic Bill Payment, to FIS/Metavante for an amount not to exceed \$260,400 and for a 30-month term (requires six positive votes)

Q:	<p>The breakdown of costs was given by the number of "payment only" and "Enrolled documents" transactions per month. How many "payment only" vs. "Enrolled Documents" do we average per month? Are "payment only" and "enrolled document" customers mutually exclusive in the same billing cycle or can the city be billed by FIS for a single transaction that falls into both categories? Can the \$.19 cost per "payment only" transaction fees be added to the payor's transaction to provide a disincentive (albeit small) for not enrolling?</p> <p>When ERP online billing comes online, do we know if electronic billing customers can use the same login they have for FIS, or will residents enrolled in the current FIS e-bill program need to create a new registration/login to use the Tyler e-billing system?</p>	Sullivan																		
A:	<p>The table below provides the average monthly use of Enrolled customers and payment only transactions since 2015.</p> <table border="1" data-bbox="250 1356 589 1598"> <thead> <tr> <th>Year</th> <th>Enrolled</th> <th>Payment Only</th> </tr> </thead> <tbody> <tr> <td>2015</td> <td>23,651</td> <td>3,212</td> </tr> <tr> <td>2016</td> <td>25,253</td> <td>3,581</td> </tr> <tr> <td>2017</td> <td>27,437</td> <td>3,748</td> </tr> <tr> <td>2018</td> <td>29,326</td> <td>3,993</td> </tr> <tr> <td>2019*</td> <td>32,006</td> <td>3,977</td> </tr> </tbody> </table> <p>*2019 – Averages through May</p> <p>Payment Only and Enrolled Document customers are mutually exclusive. All payments processed by customers enrolled in the services are only credited to the monthly invoice as an enrolled customer.</p> <p>Staff is not aware of an option to create a pass-through charge on payment only customers. However, staff has reached out to FIS for clarification on this potential option.</p> <p>It is not known at this point how the registration/login procedures will work with the new ERP. This will be one of the factors that will be tested and used in the evaluation to determine if the City should use the e-billing system in the new ERP or use a new e-billing system in conjunction with the new ERP. If the ERP e-billing system is not used, a Request for Proposals (RFP) will</p>	Year	Enrolled	Payment Only	2015	23,651	3,212	2016	25,253	3,581	2017	27,437	3,748	2018	29,326	3,993	2019*	32,006	3,977	Mayer
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be conducted to select a new e-billing service.

12. **19-598** Approve the recommendation by Alliant Insurance to award Property, Cyber Liability and Pollution Liability insurance coverage through the Alliant Property Insurance Program for an amount not to exceed \$374,911.86 and for a one-year term

Q:	I-12 – Is any of the premium increase attributable to claims filed by the City? In either case, has the City discussed rates with any other brokers?	Kelly
A:	<p>No, the premium increases are not attributable to claims filed by the City. The increases are the result of the overall market conditions.</p> <p>The City retains the services of one outside insurance broker to provide risk management and broker services for the City. The City last conducted a Request for Proposals to solicit a new insurance broker in 2017. It is the responsibility of the insurance broker to market the City's insurance coverage and recommend the insurance policy that provides the best value to the City.</p> <p>The City's contract with Alliant Services is a two-year term with three one-year options to extend. A new RFP will be solicited following the completion of the current contract.</p>	Mayer

13. **19-633** Approve the recommendation by Alliant Insurance Services to award Excess Liability Insurance coverage to Great American Insurance Company for a one-year term and an amount not to exceed \$156,681

14. **19-475** Waive the applicable provisions of the Naperville Procurement Code and award Procurement 19-203, Bill Print and Mail Services, to AB Data for an amount not to exceed \$416,359.58 and a 30-month term (Requires six positive votes)

Q:	I14. The way AB Data bills isn't in the legislation text. Is it a fixed cost or variable depending on the number of paper bills that go out? Given that utility customers are increasing their use of e-billing more often (i.e. 37% vs 33% of utility customers are doing e-pay according to date in item I11), does staff expect to see a related decrease in the number of paper bills sent due to that trend? With the contracts we are entering into with FIS and AB Data around billing costs before our ERP billing goes live, what is the cost differential to the City between a utility customer who gets paper bills and mails or drops off a check vs. customers who sign up for paperless billing and paying electronically and what are we doing/can we do to optimize cost savings around that mix if a relevant differential exists?	Sullivan
A:	<p>AB Data is billed on a per-use cost. As customers enroll in e-billing services, they are removed from the paper bill mailing list and the quantities charged by AB Data is reduced. However, our costs related to paper billing are still impacted by other factors, including increased costs for postage and materials, specifically paper, which increased three times in 2018. These factors reduce the amount of savings the City has experienced in paper bill mailings.</p> <p>Staff hopes to see more enrollments in the e-bill service during the duration of this contract. However, enrollment levels are not anticipated to significantly increase to a level that will result in noticeable savings on paper bill statements prior to 2022.</p> <p>Staff has not recently conducted a cost analysis on the expenses associated with processing mailing/drop off bill payments compared to online or phone payments because our e-bill take rate is higher than average. Staff's understanding is that it would take a significant effort to convert behavior and thus the cost would not prove to be advantageous. However, staff will work on a cost comparison between services for future dissemination.</p>	Mayer

15. **19-379** Waive the first reading and pass an ordinance amending Title 3 (Business and License Regulations), Chapter 4 (Amusements), Article C (Special Events Permits)

Q:	I-15 and 16 – Is there any time pressure that makes it necessary to waive the first reading for either of these ordinances?	Kelly
A:	There is no time pressure for the Special Events text amendment. "Waive the first reading" was requested as the changes are administrative and will clean up outdated/irrelevant text and process.	Gallahue

16. **19-617** Waive the first reading and pass the ordinance amending Chapter 6 (Flood Hazard Areas) of Title 5 (Building Regulations) of the Naperville Municipal Code (requires six positive votes)

Q:	I-15 and 16 – Is there any time pressure that makes it necessary to waive the first reading for either of these ordinances?	Kelly
A:	The ordinance must be approved before August 1, 2019, so it does not need to pass tomorrow night. It can be waived if the City Council desires; however, staff would prefer for this to just be approved and taken care of now.	Novack

17. **19-603** Pass the ordinance establishing the temporary traffic controls and issue a Special Event and Amplifier permit for the Naperville Sprint Triathlon on Sunday, August 4, 2019

18. **19-613** Pass the ordinance establishing a temporary traffic control plan and issue a special event and amplifier permit for the inaugural Festa Italiana event at Naper Settlement from Friday, August 2 - Sunday, August 4, 2019

Q:	I-18 – I see the description of the Festa italiana includes reference to a circus. Do we know if the planned circus includes any animals that might raise questions like the recent circus at the DuPage County Fairgrounds?	Kelly
A:	Naper Settlement staff has confirmed with the organizer, Star Events, that there will be no animals as part of the circus.	Gallahue
Q:	I18. Does the Star Events Festa Italiana's circus use animals as entertainment?	Sullivan
A:	Naper Settlement staff has confirmed with the organizer, Star Events, that there will be no animals as part of the circus.	Gallahue

19. **19-606** Adopt the resolution authorizing the City Manager to execute the Intergovernmental Agreements between the City of Naperville and Will and DuPage Counties for the continued operation of the regional Household Hazardous Waste Facility

Q :	I19. What does it mean from an operational perspective if we go over the \$545K cap for the facility to "hold HHW until the next fiscal year [for IEPA] to the extent that we have the capacity to do that."? Does it impact the ability to keep accepting HHW from residents? Are there any additional environmental, safety or financial risks to the City or our partners if we "hold HHW" the IEPA has not budgeted to pick up?	Sullivan
	How were funding agreement amounts allocated for DuPage, Will and Kane Counties and the City of Naperville and Aurora?	
A:	The permit that we have from the IEPA has restrictions on how much material can be stored on	Dublinks

site, so operationally holding material would be a short term solution. DPW does not anticipate any operational issues if the IEPA asks the City to hold the HHW because there are only two weekends left in the State's fiscal year (ends June 30). In discussions with the IEPA, their staff indicated that they were not worried about the City exceeding the cap because they would be able to manage the payment of the disposal pick-ups or use available funding from other permanent facilities that are under their caps in order for the City to meet our funding cap. Staff intends to continue the pick-up of material unless the IEPA requests that we hold material.

Shortly after the City entered into its first agreement with the IEPA in 1992 for the regional HHW facility, staff worked with the surrounding Counties and the City of Aurora to gain funding support for the operation of the facility. The funding agreements with the Counties and the City of Aurora are based on what historically has been approved by their Boards or City Council.

Q:	I19. Isn't there a funding question at the County now as to this item?	Coyne
A:	At the last DuPage County Board meeting, the Board requested more information regarding the Intergovernmental Agreement and directed that the Agreement go to the Finance Committee for approval before it goes back to the Board.	Dublinksi

20. 19-620 Adopt the Resolution approving a Land Use Permit from the Naperville Park District to the City of Naperville for the Installation of water and electric facilities at Wolf's Crossing Community Park located at 3252 Wolf's Crossing Road.

21. 19-589B Conduct the first reading of an ordinance amending Title 6 (Zoning Regulations), Chapter 11 (Historic Preservation) of the Naperville Municipal Code - PZC 19-1-59

Q:	I-21 – Assuming the amendments are not actually voted on until the July 16th meeting, and Little Friends files for a COA before then, could they voluntarily proceed under the new framework and present to HPC on July 25th based on the amended ordinance, including the independent structural analysis?	Kelly
A:	The applicant could submit an application based on the current Code and start working on the additional components of the application that will be required if the text amendments are passed in July. They could then (voluntarily) amend their application to the new application form that encompasses the new provisions.	Mattingly

J. PUBLIC HEARINGS:

1. 19-614 Conduct the Public Hearing for the Community Development Block Grant (CDBG) Program Year 2018 Consolidated Annual Performance and Evaluation Report (CAPER) (Item 1 of 2)

Q:	J1 and J2. Are the affordable housing questions being raised at a level in which our CDBG funding could be jeopardized?	Coyne
A:	City staff met with representatives of the Illinois Housing Development Authority (IHDA) on March 19, 2019 to better understand the Affordable Housing Planning and Appeal Act (AHPAA) findings as they apply to the City of Naperville. At this meeting, IHDA confirmed that the City is not at-risk for losing its CDBG or other HUD funding as a result of the AHPAA findings.	Gallahue, Laff

2. 19-615 Accept the Program Year 2018 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation

K. OLD BUSINESS:

L. ORDINANCES AND RESOLUTIONS:

1. **19-241E** Pass the ordinance rezoning the properties bounded by School Street, Wright Street, Columbia Street, and Franklin Avenue to the CU Zoning District (Little Friends)- PZC 19-1-18

Q:	L-1 – Section 6-7G-10-2.2.2.4 states that “[i]f the college determines that it is not feasible to utilize houses at their present location . . . then the college may . . . raze the houses and replace them with purpose built facilities.” Do Sections 2.1 and 2.2.2.6 require NCC to go through the HPC process before demolishing any buildings despite the language at 2.2.2.4?	Kelly
A:	Yes, in addition to the regulations in Section 6-7G-10, any part of the North Central College campus that is located within the historic district must also adhere to the regulations in Title 6 Chapter 11. Per these regulations, a COA must be submitted for any proposed changes (alterations, renovations, demolitions) to the structures located on the subject properties that can be seen from the street.	Mattingly

Q:	L1. Parking concerns seem to be driving a lot of the resident calls. If a building of size were to be pursued by the college, how likely is it parking variances would be needed so that such concerns might be further vetted in a hearing? It’s my understanding that the question of the Kroehler mansion coming down is a separate matter that will require a separate hearing process. Many calls raise the question whether or not the Kroehler mansion should be impacted. Do we plan to clarify for the audience that the historic issue will be debated in separate hearings and we are only hearing the zoning question on Tuesday?	Coyne
A:	Section 6-7G-10 of the Naperville Municipal Code provides specific requirements related to North Central College. Section 6-7G-10:2.3 specifically addresses parking noting that "the number and location of North Central College parking spaces and loading spaces to be provided shall be as indicated on the master land use plan". This plan allows parking provided/required for North Central College to be viewed as an overall parking system and does not require a specific number of parking spaces per square foot to be provided on the lot that a new building sits on. While the City will work with the College, per this plan, to review the impact that a new building will have on the parking system and determine if parking is displaced as a result of the proposed improvement, it is highly unlikely that this review would trigger any sort of formal parking variance request to be processed. A variance could be required if NCC cannot meet required setbacks or maximum building height at the subject property. Correct, the only issue before the City Council is the proposed rezoning of the Little Friends property. The proposed rezoning, if approved, will not alter the property's existing status within the City's local historic district. Should a Certificate of Appropriateness (COA) be submitted proposing the alteration or demolition of the existing structures on the subject property, the COA will be reviewed by the Historic Preservation Commission through a separate meeting; note: no there are no pending COA's for the subject property at this time. If this question is raised at the Council meeting, staff or the City Council can clarify.	Mattingly

2. **19-591B** Concur with PZC and the petitioner and pass an ordinance approving variances to allow a 5' tall open style fence and an 8' tall privacy fence to be installed without a principal structure for the subject properties located at 222, 212, and 204 W. Van Buren Avenue - PZC 19-1-48; or Concur with staff and pass the ordinance with an amendment that only the variance to permit the fence to be

installed without a principal structure be approved for the subject properties located at 222, 212, and 204 W. Van Buren Avenue be approved - PZC 19-1-48

M. AWARD OF BIDS AND OTHER ITEMS OF EXPENDITURE:

1. **19-592** Approve the award of Bid 19-143, Building Demolition, to McDonagh Demolition, Inc. for an amount not to exceed \$259,200, plus a 5% contingency

Q:	M-1 – Could the city issue an RFP for a technology based pilot program for the potential daily fee parking that could be added at this site to be ready by September?	Kelly
A:	City staff is currently evaluating parking reservation technology in preparation of releasing an RFP to initiate a pilot in 2020. Staff is not prepared to advance this project, nor could an RFP process be completed by September.	Louden

N. PETITIONS AND COMMUNICATIONS:

O. REPORTS AND RECOMMENDATIONS:

1. **19-619** Receive the Water Utilities Automated Metering Infrastructure (AMI) business case report
2. **19-629** Direct staff to develop and issue an RFP for the design and implementation of a Water Utilities Automated Metering Infrastructure (AMI) system (2 of 2)
3. **19-601** Approve the award of Change Order #1 to Contract 18-281, Water Utility Automated Meter Infrastructure Business Case and Preliminary Implementation Plan to West Monroe Partners, LLC for an amount not to exceed \$64,000 and for a total award of \$189,932
4. **19-566** Direct staff to prepare a budget amendment for \$274,000 to effectively continue the desired service levels of the City’s annual six-week, three-cycle bulk curbside leaf program.

Q:	O4. Could staff please provide a simple breakdown of the \$274,000 budget amendment for CY 2019 by expenditure category (e.g. contractors in Leaf districts 8,10 and 12, estimated overtime for good weather days and both renting and buying equipment, plus any others not listed here)? The same breakdown of additional costs for CY 2020 and CY 2021 would be appreciated.	Sullivan
A:	CY19: \$75K – District 10 Contractor Leaf Pickup \$75K – District 8 Contractor Leaf Pickup \$32K – Rental of 2 Front End Loaders \$60K – Contract Semi Truck Rental for Hauling \$32K – Trackless Leaf Loader Rental CY20: \$75K – District 10 Contractor Leaf Pickup \$75K – District 8 Contractor Leaf Pickup	Rutkowski

\$32K – Rental of 2 Front End Loaders
\$60K – Contract Semi Truck Rental for Hauling
\$157K – Overtime for Additional Weekend and Holiday Work Hours *
\$65K – Suction Unit Replacement
\$178K – Trackless Leaf Loader (Replace Autumnmate Leaf Loader) *
*Only if needed based on fall 2019 program

CY21:
\$75K – District 10 Contractor Leaf Pickup
\$75K – District 8 Contractor Leaf Pickup
\$32K – Rental of 2 Front End Loaders
\$60K – Contract Semi Truck Rental for Hauling
\$157K – Overtime for Additional Weekend and Holiday Work Hours *
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P. NEW BUSINESS:

Q. ADJOURNMENT:

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Communications Department at least 48 hours in advance of the scheduled meeting. The Communications Department can be reached in person at 400 S. Eagle Street, Naperville, IL., via telephone at 630-420-6707 or 630-305-5205 (TDD) or via e-mail at info@naperville.il.us. Every effort will be made to allow for meeting participation.