

Council QA – December 7, 2021

Wednesday, December 1, 2021 1:26 PM

I. CONSENT AGENDA:

1. **21-1547** Approve the regular City Council meeting minutes of November 16, 2021
2. **21-1566** Approve the City Council meeting schedule for December 2021 and January and February 2022
3. **21-1526** Approve Mayoral reappointment to the Emergency Telephone System Board
4. **21-1404** Approve the award of Bid 21-223, Springbrook Water Reclamation Center Influent Flow Meter Replacement, to Dahme Mechanical Industries, Inc. for an amount not to exceed \$158,888.88 and a 5% contingency

Q:	This appears to be a clean water infrastructure item, will any federal Infrastructure Fund reimbursements be applicable? Or are those dollars designed for lower income communities? If so where does the city rate for those funds?	Gustin
A:	The influent flow meters will measure wastewater flows into Springbrook. It is our understanding that any federal funding will be channeled to the State Revolving Loan Fund (SRF) to be administered by IEPA, and that 40% of the funding will be designated for disadvantaged communities. In order to apply for SRF funding, the application process would start 1-2 years prior to being selected to receive funding. There is no guarantee that a particular project will receive funding.	Blenniss

5. **21-1348** Approve the award of Bid 21-372, Cast Iron Manhole Covers and

	Does the City have an inventory on hand? If so, how long will that inventory last? What is the life expectancy of manhole covers and grates?	Gustin
A:	DPU-W: The Water Utility keeps a small inventory of cast iron products in stock. There are over 14,000 manholes in the system to maintain. These cast iron products, depending on their application, can last several decades. Historically, we have placed several orders a year to replace these items as necessary. DPW: DPW keeps a small inventory on hand based on the projected work for the year and replenishes the inventory as needed. Manhole covers and grates can last several decades.	Blenniss/ Dublinski

6. **21-1351** Approve the award of Option Year One to Contract 18-184, Fire Alarm System Monitoring and Maintenance, to Chicago Metro Fire Prevention Company for an amount not to exceed \$145,000

Q:	Please clarify, this program generates \$700,000 annually	Gustin
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	however after expenses nets \$42,000.00. Is the CMFP \$144,000 included before the net \$42,000 profit? What part if any does the City Fire Marshal play with this work?	
A:	The program generates \$700,000 annually and after the CMFP portion of maintenance fees and purchase of new radios the net portion the City would receive would be \$555,000. The \$42,000 savings is referencing the amount the City is saving each year by not having to go to an outside monitoring service to protect all the City buildings. The Fire Marshal's office is involved in the entire program from the request to have a radio installed on the premise to the ongoing maintenance and service calls from CMFP. We work with PSAP on daily activity of the alarms and with Finance on annual billing requirements and collection.	S.Scheller

7. **21-1538** Approve the award of Option Year One to Contract 21-040, Tree Removal and Stump Grinding, to D. Ryan Tree and Landscape LLC and Steve Piper and Sons for an amount not to exceed \$152,500

Q:	Please provide update on Ash tree removal numbers and when completion is expected?	Gustin
A:	The Emerald Ash Borer first was noticed in Naperville in 2012. We had just over 17,000 Ash Trees in our urban forest at that time. We currently have just under 12,000 Ash trees at the current time. We have treated all our trees since 2012 either annually or up to once every 3 years. Staff has been reducing the treatment program in the past years due to the lower number of beetles in the area and will continue to use both treatment and removals to manage the Ash Trees going into the future. Treatment will diminish when it is economically feasible to just remove the remaining trees from our inventory. Currently we are removing just over 300 Ash Trees annually and predict this trend will spike a little as we stop treating the trees as much. The following link will help Council understand this process better. https://open-data-naperville.hub.arcgis.com/pages/emerald-ash-borer	Dublinski
Q:	Is it our policy to remove all our ash trees? If so, why are we not inoculating the trees instead? I recently read an article that discusses how inoculating the ash trees is cheaper and better for the environment than removing them. Also, as to this contract, it is written that the rate will remain the same, but then the next line says the contractor is requesting a 5% increase due to labor shortages - which one is it?	Bruzan Taylor
A:	It is not the City's policy to remove all ash trees. See the answer to the question above. The City contracts with two vendors for this particular service, with D. Ryan being the primary. Staff negotiated a zero percent increase with D. Ryan, yet Piper remained firm on the five percent increase. Piper was low bidder for supplemental stump grinding and will still be lower than Ryan with the 5% increase, so staff concurs with Piper's request.	Catalano/Dublinski
Q:	Can we give the whole contract to Ryan since they aren't asking for an increase? If one contractor can do the work without any increase, the other shouldn't be granted an increase. If Piper wants the work, they need to drop their request for an increase.	Hinterlong
A:	The City contracts with two vendors for this particular service, with D. Ryan being the primary. Staff negotiated a zero percent increase with D. Ryan, yet Piper remained firm on the five percent increase. Piper was low bidder for supplemental stump grinding and will still be lower than Ryan with the 5% increase, so staff concurs with Piper's request.	Dublinski

- 8. **21-1373** Approve the award of Change Order #1 to Contract 21-149, Moser Tower and Eagle Street Walkway, for an additional 190 days

Q:	How long will the actual water proofing work take? How long will the actual landscaping take? If there is a mild winter and spring can the work get done sooner?	Gustin
A:	The waterproofing will take several days and require much warmer temperatures. Additionally landscape suppliers are shutting down for the year, and will reopen in the spring. If we have a mild spring the contractor may be able to complete the work earlier. The contractor is as anxious to complete the work and move onto the next job as we are.	Novack
Q:	Will the 190 day extension cause any safety or other undesirable issues? I assume that when the original contract was approved that there was some urgency to complete the work in a timely way to avoid some negative consequences, or you would have waited another two years before making the request. Are there any penalties in the original contract for not completing on time?	Leong
A:	No, the 190 day extension will not cause any safety or undesirable issues. While the project could have been delayed a few more years, we really needed to get the work done this year to avoid additional and more-costly deterioration. Almost all of the structural work is complete, so the 190 days presents no compromises. With a lower impact project such as this, the contract did not include penalties for not completing the work on time.	Novack

- 9. **21-1467** Approve the award of Change Order #1 to JOC Procurement WU-001-CY21-A, Water Service Center Exterior Security Upgrades, to Robe Construction Inc. for an additional 180 days

Q:	What if any fencing is currently on site? Has the City had security issues or people coming on site without authority? If so, how often does that occur?	Gustin
A:	There is some existing fencing at the extreme perimeter of the property. These security upgrades will replace the existing stockade fence on the southern perimeter and install new fencing/gates to stitch together with the existing fencing to secure the site afterhours. Due to the location of NOC, the property is often used as a shortcut to avoid the traffic signal at Ogden/5 th by vehicular traffic and by pedestrian traffic to "cut the corner" at this site.	Blenniss
Q:	Same question as above - Will the 190 day extension cause any safety or other undesirable issues? I assume that when the original contract was approved that there was some urgency to complete the work in a timely way to avoid some negative consequences, or you would have waited another two years before making the request. Are there any penalties in the original contract for not completing on time?	Leong
A:	The extension is warranted due to supply chain issues with components required for installation. The underlying premise necessitating the safety improvements is still present. This delay while not desirable is unavoidable. The City's JOC contract includes a schedule for liquidated damages. However, enforcement is at the City's discretion and since the issue requiring the time extension was not the fault of the contractor, the	Blenniss

extension is therefore reasonable and damages would not be warranted at this time.
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- 10. **21-1491** Approve the award of the first two-year extension to Contract 19-013, Job Order Contracting Services, to Robe, Inc. for future projects as needed

Q :	What are the benefits of using a JOC service versus the traditional bid process? Basically, why do we need this service?	Bruzan Taylor
A:	<p>Using JOC has numerous benefits. The most obvious is time savings and reduction in administrative costs otherwise incurred by the City (as well as contractors) via the bid process. The average bid, from document initiation to award, is 51 days and includes a significant amount of staff time and resources. Contractors spend time as well formulating bids, with those costs eventually being passed on within their bid proposal. JOC not only saves on administrative costs, but actual hard costs as well, particularly in these times when pricing is so volatile. This is because all costs associated with JOC are firm, fixed and pre-determined within Gordian's Construction Task Catalog® (CTC), a Unit Price Book of more than 275,000 construction Tasks. These unit prices were competitively bid in 2019 when pricing was much more favorable and less volatile. It is advantageous for the City to continue utilizing JOC, especially during these current times.</p> <p>Utilizing the JOC program is not mandatory, but it is an extremely beneficial procurement tool when used in certain applications. Each project that is considered a potential candidate for JOC is evaluated against several factors, a few of which include time, complexity, administrative burden, staff capacity, and overall cost benefit. Not using it would result in significantly increased administrative costs, unlikely to be offset by otherwise bidding. City data as well as published data on Job Order Contracting confirms these findings.</p>	Catalan o

- 11. **21-1554** Accept the public street improvements at Ashwood Park North Phase 3 and authorize the City Clerk to reduce the corresponding public improvement surety.

Q:	What road improvements does this apply to and list those improvements as Ashwood is near 248th.	Gustin
A:	The streets being accepted include Chinaberry from Honey Locust to Winterberry, Shumard from Chinaberry to the south end of Unit 3, and Sassafra Lane from Chinaberry to the south end of Unit 3.	Novack

- 12. **21-1567** Waive the first reading and pass an ordinance establishing Tow Away Zones on both sides of Franklin Avenue and Main Street

Q:	Has staff discussed this option to the two residents who attended the last meeting?	Gustin
A:	Yes, staff contacted both residents and they both support the establishment of a Tow Zone at this location.	Novack
Q:	As a person who has had their car towed due to confusing signage, I consider towing to be a bit harsh, unless the car is causing public safety issues (blocking a driveway, fire hydrant, etc.). I am told that the existing ticket fines are not sufficient to discourage the illegal parking.	Leong

	<p>Would it be possible to have increasing fines for repeat offenders? For example: 1st violation within some time period, perhaps 6 months, results in a \$15 fine, 2nd increases to \$50, 3rd to \$100, perhaps leading to license suspension, etc.</p> <p>Towing can cause some serious life disruption such as missing a child pickup, missing a medical appointment, not returning to work on time, etc. If my car was towed, I might think that it was stolen. Do we notify car owners by their plate that their car has been towed and where they might recover it?</p> <p>What would initiate the towing?</p> <p>Would a Police Officer call for the vehicle to be towed?</p> <p>Or would towing companies be empowered to tow indiscriminately?</p> <p>We have some harsh weather in the Midwest. If the temperature was -5 F, and you find that your car has been towed, you might suffer from exposure if you can't find shelter. Clearly parking violators need to be educated regarding the error of their ways, but towing feels like jumping to the nuclear option. Lastly, being towed might discourage some customers from visiting downtown businesses. I agree that there is a balance between protecting the needs of the residents and the needs of the business owners, but I would hope for a more gradual enforcement method.</p>	
<p>A:</p>	<p>I think it is important to clarify here that a big reason for this ordinance is to give the police department the latitude to tow a vehicle in the current "No Parking Zones" and for the following reasons: Obstructing the resident's driveway, parking too close to an intersection, or blocking a fire hydrant. These are the issues the residents have discussed. There is 3 hour parking in these areas and that has not been as big of a problem. As part of this the goal is to also get the parking spots marked on the street, which will aid those who wish to park in these areas to know where this can be legally done.</p> <p>Similar to the above, increasing fines will not correct the issues in the moment described above. Options are always nice to have and increasing fines are a good idea for other issues, I'm just not sure they would solve this particular area's problems.</p> <p>We make efforts at the scene to find contact information for the registered owner to get a hold of them to move their vehicle prior to towing. If this is not successful and a tow commences, dispatch will have the information regarding the vehicle and where it was towed to, so the owner can retrieve the vehicle.</p> <p>A violation of a tow restricted area.</p> <p>Yes. Unlike private property where tows monitor the lots, we would need to initiate the tow.</p> <p>No to this.</p> <p>Noted</p>	<p>Arres</p>

J. PUBLIC HEARINGS:

- 1. **21-1276B** Option A: Concur with the petitioner and staff and recommend approval of Adler Point (27W130 Bauer Road) as presented - PZC 21-1-063; or Option B: Concur with the Planning and Zoning

Commission and deny the petition for Adler Point (27W130 Bauer Road) - PZC 21-1-063 (Item 1 of 6)

Q:	Are there incorporated parcels located within Joseph, Webster, 48th and 49th circle?	Gustin
A:	The parcels located on Joseph Ln, Webster St, and 49 th St are unincorporated. On the north end of 48 th St, four parcels are incorporated and zoned R1. See location map attached for reference.	Mattingly
Q:	In the write up it says the property is 1.74 acres and in the development petition form towards the bottom of page 2 it states that the property is 1.06 acres. Which number is correct? How is the petitioner able to guarantee that the original home site won't be subdivided in the future?	Hinterlong
A:	The difference between the two numbers is the inclusion of the ROW to be annexed. The plat of annexation provides for 1.74 acres which is the correct number as it includes the ROW to be annexed. Staff reached out to the petitioner in response to the question regarding guarantees that the original home site won't be subdivided in the future. In response, the petitioner has indicated that they are agreeable to the inclusion of a condition in the annexation agreement which states that Lot 1 shall not be resubdivided during the term of the agreement (i.e., 10 years). If Council agrees with this requirement, they should note the following as part of their adopting motion: <i>"Pass the ordinance authorizing the execution of the Annexation Agreement for Adler Point located at 27W130 Bauer Road with the addition of a new Section 1.3 which states that Lot 1 of Adler Point Subdivision shall not be resubdivided into more than one lot for the term of this Agreement".</i> If approved as amended, the Annexation Agreement will be modified to include this language prior to recording.	Mattingly

2. **21-1277** Conduct the public hearing to consider the Annexation Agreement for Adler Point located at 27W130 Bauer Road - PZC 21-1-063 (Item 2 of 6)

3. **21-1278** Pass the ordinance authorizing the execution of the Annexation Agreement for Adler Point located at 27W130 Bauer Road - PZC 21-1-063 (requires six positive votes) (Item 3 of 6)

Q:	A) Should this pass, what work, in utility infrastructure, finance, DPW etc. must the City take on in order to annex/ incorporate these three lots? B. What is the estimate of the costs/resources the City will incur by annexing this parcel? C. What percentage of that cost is borne by the developer versus the City? D. Will annexing this parcel make it easier/more financially, physically, legally feasible for developers to buy properties and ask for smaller lots and annexation of other unincorporated lots in the Knight's subdivision?	Sullivan
A:	A) The City will not be taking on any utility work to incorporate these three lots. All public improvements will be done by the developer. The City Water Utility will be paying the developer \$12,660 to install the sanitary sewer main deeper than normal	Novack and Liu/Laff

	<p>to accommodate future extensions and service as noted in Section S12.2 of the Annexation Agreement.</p> <p>As noted in S11.1 the developer will be paying the City \$59,502.30 and \$12,921.32 for future improvements the City will construct on Bauer Road and Eagle Street. The City collects these fees at the time of annexation to pay for the cost to bring the existing adjacent roadways up to current City standards.</p> <p>B) The main costs to the City for the annexation is the staff time spent processing this petition, reviewing the plans and eventually inspecting the public improvements. The annexation fee, engineering review fee and utility connection fees fund the staff time to do this work.</p> <p>C) With the exception of the \$12,660 to install the sanitary sewer deeper than standard, all costs will be paid for by the developer.</p> <p>D) A property must be contiguous to the Naperville corporate limits (I.e., incorporated Naperville property) in order to be eligible for annexation. If the requested annexation is approved, one lot to the north and one lot to east of the subject property would become contiguous to the Naperville corporate limits and therefore be eligible for annexation. [Note: there are 4 lots located on the north side of 48th Street abutting Nike Park that are currently incorporated into the City of Naperville; the unincorporated lots adjacent to and across the street from these parcels are also currently eligible for annexation.] Further, as the lot to the north and east are annexed, additional lots will become contiguous and thus eligible to be annexed.</p> <p>The R1A zoning district requires a minimum lot size of 10,000 square feet and a minimum lot width of 70' (note: the 90% rule minimum lot size will also apply to any requested subdivision; however, this minimum will change over time as parcels annex). While it appears that approximately 16 of the existing lots within Knight's Subdivision are at least 20,000 square feet in size, it does not appear that any of these lots have a lot width which would permit them to be further subdivided in compliance with the R1A minimums. Accordingly, it does not appear that new, smaller lots could be created unless multiple existing lots were consolidated and resubdivided or unless variances were requested and approved.</p>	
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- 4. **21-1279** Pass the ordinance annexing the subject property located at 27W130 Bauer Road (Adler Point) - PZC 21-1-063 (Item 4 of 6)
- 5. **21-1280** Pass the ordinance rezoning the subject property at 27W130 Bauer Road (Adler Point) to R1A upon annexation - PZC 21-1-063 (Item 5 of 6)

Q:	Does the city annex new properties by default as R1 or still allow petitioners to annex at their desire zoning?	Gustin
A:	Per Section 6-5-3:1 of the Naperville Municipal Code, the petitioner is required to request a zoning classification upon annexation to the City of Naperville. The default R1 zoning for annexation requests was eliminated in 2013.	Mattingly

- 6. **21-1356** Pass the ordinance approving the preliminary/final plat of subdivision for 27W130 Bauer Road - PZC 21-1-063 (Item 6 of 6)

7. 21-1457 Conduct the public hearing for the 2022 Annual Budget (Item 1 of 2)

Q:	Please provide the gateway sign beautification plan and its implementation timing?	Gustin
A:	Staff is currently reviewing the citywide gateway sign plan developed in 2007 and the Ogden Avenue plan developed in 2017. Staff will bring a revised plan to City Council in the first quarter of 2022.	Dublinski/ Munch
Q:	On page 46 of the 2022 Annual Operating Budget & Capital Improvement Program report, available to the public, it is represented cannabis tax generated \$1M in revenue for 2021. Does staff anticipate a percentage will be added to the police budget to assist with social services for mental health and addiction resources? At a FAB meeting it was alluded that \$1M revenue is incorrect that less was received. Can staff deny or confirm \$1M is actual? I understand actual store by store numbers cannot be provided, however, somehow a number has been provided by staff reflecting revenues.	Gustin
A:	Page 46 of the proposed budget indicates that local cannabis tax revenue was budgeted at \$1.0 million for 2021 but does not provide actual revenue per the guidance received from the IL Dept. of Revenue. At the most recent Financial Advisory Board (FAB) meeting, members inquired about growth in this revenue stream. At that time, staff only indicated actual revenue for 2021 is under budget because it took longer than anticipated for all three dispensaries to begin fully operating. We are now seeing regular monthly revenues from all three locations and 2022 revenue is projected to grow by 12.5% to \$1.125 million. Cannabis tax is a revenue deposited to the General Fund and is not dedicated to a specific government function. That said, the Police Department represents 34% of total General Fund expenses, so it is reasonable to assert that cannabis revenues are directly supporting that function. The department added one additional Social Worker in 2021 and continued its plan to train all eligible employees in Crisis Intervention Team training. Those efforts will continue in 2022.	Munch
Q:	Please clarify on page 376 of the 2022 budget report NDP income columns, ED income and H/M income?	Gustin
A:	The City supports the Naperville Development Partnership's efforts in business growth and retention in the amount of \$242,760. This is represented in the line ED Income, which stands for economic development income. The second line, H/M Income at \$534,735, represents the City's support for the Naperville Convention & Visitors Bureau. Those funds come from the City's Hotel and Motel (H/M) Tax.	Munch
Q:	Staff provided a head count chart at the last workshop. Can staff provide headcount growth by department from 2018 to present?	Gustin
A:	Page 33 of the proposed 2022 Annual Operating Budget includes the breakdown of employee headcount by department going back to 2009. The table includes all nine positions that were initially proposed for 2022, two of which have since been removed from the final budget recommendation. A graphic representation of this information is attached.	Munch
Q:	Staff anticipates 4% growth, please provide growth calculations and locations if applicable? Please provide prior years growth projected and met. When does staff anticipate the growth factor to change, if ever? Can some of that growth be used to reduce expenses for Naperville taxpayers assisting in affordability or must that growth be spent? The City budget last year was approximately \$509M increasing to approximately \$540M, approximately a 7.6% increase.	Gustin
A:	Staff projects EAV growth based on estimates received from each of the five townships in DuPage and Will counties. The townships provide a total EAV figure for the City that does not reveal growth in any one location. For 2022, staff has received the following growth estimates:	Munch

	<ul style="list-style-type: none"> • Lisle Township: 5.7% • Milton Township: 22.6% (addition of Naper Commons) • Wheatland Township: 7.8% • DuPage Township: 6.5% <p>To date, staff has not received an estimate from Naperville Township despite several requests.</p> <p>Final EAV growth is historically less than the initial estimates as those do not include new exemptions or tax appeals. Last year, growth was estimated at 4.5%, with final EAV growth coming in at 4.4%. Over the past 20 years, EAV has increased by an average of 4.25% annually. It is difficult to predict when that trend might change or what the catalyst would be. The last time the City experienced a negative trend in EAV growth was during the four years after the Great Recession took hold in 2009.</p> <p>The practice of capturing EAV growth allows the City to generate the additional revenue necessary to pay for obligations largely funded through the property tax, including public safety pensions. If the City were to forego capturing that growth, those obligations would need to be funded through other sources, which may result in fewer dollars being available for services currently funded through those non-property tax sources.</p>	
Q:	Per the October 15, 2021 Annual Report staff still anticipate a \$27.77 savings for taxpayers, what if any is anticipated with the modified budget?	Gustin
A:	The proposed budget published on October 15 did not include the revised property tax levy request made by Naper Settlement; however, the revised request was included in the proposed property tax levy reviewed in Workshop #1 and Workshop #3. The revised levy request reduced the estimated savings to \$19.46.	Munch
Q:	During the workshops staff confirmed that FAB would review the reserve and debt financial principals. What date does staff anticipate that review?	Gustin
A:	The Financial Advisory Board meets on a quarterly basis. Staff will bring this to the board for discussion at their January meeting; however, it is anticipated that discussion could require several meetings and any recommendation would not be brought to City Council until the second half of 2022.	Munch
Q:	Please provide any information on job description for Assistant to the City Manager position?	Gustin
A:	After further evaluation, staff removed the Assistant to the City Manager position from the final budget proposal.	Munch
Q:	Within the past year Council approved positions not in the 2021 budget, i.e. Diversity Coordinator and Sustainability Coordinator. Please provide a full list of new positions last year, positions removed and any not filled but in the position bank?	Gustin
A:	All positions approved by City Council as part of the 2021 Annual Budget, including the Diversity, Equity & Inclusion Manager, the Sustainability Coordinator, four Police Officers and one Police Social Worker, were fully funded in the 2021 budget. In addition, the City Council approved the addition of one public safety IT position in June of 2021. No headcount was eliminated in 2021. As of December 3, 2021, there are 38 positions that are in various stages of the recruitment process.	Munch

8. **21-1458** Pass the ordinance adopting the 2022 Annual Budget in the amount of \$540,578,892 (Item 2 of 2)

Q:	Please explain how we can have a structurally balanced budget with the use of the last \$6.5 million dollar payment? Are we assuming that we will have an increase of revenues to cover that amount next budget?	Hinterlong
A:	Through the American Rescue and Recovery Plan Act (ARPA), the City will receive two payments of approximately \$6.5 million each over two years. The City received the first payment in 2021	Munch

	and the second is due to be received in May 2022. Those dollars have all been accounted for in a special fund and are held separate from the City's general revenues. To date, none of the ARPA dollars have been used in balancing the City budget. Nearly all general revenue categories have recovered to levels sufficient to support a balanced budget in 2021 and 2022.	
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M. AWARD OF BIDS AND OTHER ITEMS OF EXPENDITURE:

- 1. **21-1435** Approve the award of Option Years 2 and 3 to Contract 18-258, Electric Utility Distribution, to Meade Inc., for an amount not to exceed \$11,835,000

Q:	As Mead and other vendors' costs increase due to labor and product costs, will staff review the project size to scale down costs and potentially shorten contracts?	Gustin
A:	The Utility's 2022 budget includes these labor increases and therefore at this point the utility does not expect an adjustment to its capital or maintenance programs as a result of this contract. Additionally, a large portion of this contract is used to complete capital work that is reimbursed by customers and developers.	Groth
Q:	With this big of a contract it makes me wonder what our employees are doing. Is there that much work to be done and our employees can't man the work? Is this work they don't do, or is it the same work they do, but is more than they can do?	Hinterlong
A:	The Utility is currently staffed to handle emergencies such as outages and emergent repair of its infrastructure. The Electric Utility utilizes this contract to ensure that it can meet customer timelines on new services as well as service revisions and complete work that it is not equipped to perform such as directional boring. The two year term of this agreement reduces inflationary risk to Utility customers while ensuring consistent service delivery. The Utility does not believe that it is fiscally responsible to staff for its peak workload with City employees.	Groth

N. PETITIONS AND COMMUNICATIONS:

- 1. **21-1507** Approve a temporary use allowing a searchlight to be used at The Compass Church, 1551 Hobson Road, on Friday, December 10 and Saturday, December 11, 2021 for the live Walk-Thru Nativity Scene

O. REPORTS AND RECOMMENDATIONS:

- 1. **21-1568** Approve the recommended changes to the voluntary Renewable Energy Program

Q:	Staff, confirm REC's will be discontinued? This caught my attention, "Electric Utility policy has been to reimburse at the retail rate of \$0.1068 per kWh to incentivize the installation of renewable energy projects within the City. When spread across the rate base, it is estimated that each residential utility customer (844kWh per month) is subsidizing renewable energy production within the City by approximately \$8 per year, or \$438,000. Additional avoided cost values were provided to the Utility for wind and battery storage as well." Is the \$8 per year a voluntary cost to customers? Can customers opt-out or do they opt-in? Will staff propose a rebate towards smart home technologies that help reduce carbon foot print and help increase safety? A couple examples are Smart thermostats and	Gustin
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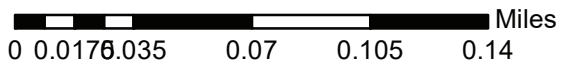
	Smart smoke & carbon detectors. Currently ComEd offers a \$100 rebate.	
A:	<p>The procurement of Renewable Energy Credits (RECs) will be discontinued for 2021 and 2022.</p> <p>Participation in the Utility's Renewable Energy Program is completely voluntary. The estimated \$8 per year of subsidy is not voluntary as it is part of the Utility's net metering policy that was implemented in 2012 and has been accounted for in all rate studies since that time. The Utility is currently working with Legal to review this policy and will propose changes to PUAB and Council in the first half of 2022.</p> <p>The Utility currently has energy efficiency programs that provide rebates to customers as follows:</p> <p>Commercial:</p> <ul style="list-style-type: none"> • Installation of LED exterior and interior lighting systems (\$20,000 per project) • Refrigeration (\$20,000 per project) • Variable Frequency Drives, fans and motors (\$20,000 per project) • Heating, ventilation and air conditioning (HVAC) systems (\$20,000 per project) • Electric Vehicle Charging Station (\$500 per station) <p>Residential:</p> <ul style="list-style-type: none"> • Residential Programable Thermostat (\$50) • Electric Vehicle Charging Station (\$700 per station) • LED Light Bulbs Giveaway. Since we have started back in 2016 we handed more the 50,000 LED light bulbs. • Residential central AC replacement: <ul style="list-style-type: none"> ○ Central air conditioners with a SEER of 15 will receive a \$300 rebate. ○ Central air conditioners with a SEER of 16 will receive a \$400 rebate. ○ Central air conditioners with a SEER of 18 will receive a \$600 rebate. <p>Any customer interested in taking advantage of these programs is encouraged to contact the Utility directly. Additionally, if there are larger commercial projects which are not listed above but will result in energy savings the customer is encouraged to contact the Utility to discuss further.</p>	Groth

2. **21-1569** Approve the final Bridge to 2023 Priorities Plan

Q:	Is this list in highest priority as the city moves forward with the budget and a large amount is infrastructure, item #3. If it is not by highest priority please provide by highest priority per the survey. I realize Shockey's study was limited due to Covid, limited community engagement and stakeholder notice and engagement, example Naperville Women's Club members, Carillon residents and others shared they wanted to participate but the survey was shutdown. This concerns me regarding accuracy. 1. Financial Stability and Economy 2. Housing Choice 3. Infrastructure and Utilities 4. Public Safety 5. Sustainability	Gustin
A:	Staff put the priorities in alphabetical order. City Council can discuss if they would like to set a hierarchy.	LaCloche
Q:	Share examples regarding this Principle, particularly cost-effective accomplishments. "Principle #2 - The City commits to continuous improvement in the delivery of necessary and cost-effective services."	Gustin
A:	Below is information that was presented in the September financial report at the September 21 City Council meeting:	Munch/ LaCloche

	<p>Principle #2: The City commits to continuous improvement in the delivery of necessary and cost-effective services.</p> <p>While more challenging than other principles to quantify, Principle #2's impact over the past five years can be measured through efforts in advancing emerging priorities, the City's response to the pandemic, and the continued value provided to taxpayers compared to other municipalities in the region.</p> <p>Naperville's approach to municipal service has been to not just serve the community, but to serve it well. Since 2016, using data-driven approaches as well as the need to respond to changing societal priorities, staff has enhanced this service model. This includes the hiring of a DE&I Manager and Sustainability Coordinator, improved staffing in IT to support the City's technology assets, and supporting needed service enhancements, among others. For example, when data showed that Finance call center wait times had reached almost 12 minutes in 2018, two positions were added to the 2019 budget, resulting in a reduction of nearly 10 minutes in wait times by the end of 2020. Another example is the approval of four police officer positions in the 2020 budget in association with the creation of a Strategic Response Unit to respond to targeted concerns based on crime analytics. Since its inception, the unit has engaged in over 2,500 proactive encounters, participated in numerous resident and business stakeholder meetings, and seized approximately 30 illegal firearms.</p> <p>Attached is a document from before the pandemic pertaining to efficiencies and cost-savings by Department.</p>	
<p>Q:</p>	<p>Around November 11th, SB Friedman presented their report. Council supported a Voluntary Incentive Affordable/Attainable Housing zoning ordinance that is on its way to the Housing Commission and then PZC. Please modify your list below to reflect same, example (C) Voluntary Affordable/Attainable Housing Incentive zoning. "Housing Choice Goals were approved in January 2021 after years of study and consideration by the Housing Advisory Commission and community A) Develop plan for Naturally Occurring Affordable Housing. B) Establish a revolving rehabilitation loan program targeted towards low-income seniors. C) Consider options for a voluntary inclusionary zoning ordinance. D) Leverage publicly owned land to address housing choice."</p>	<p>Gustin</p>
<p>A:</p>	<p>On November 2, City Council directed staff to continue working on a voluntary, opt-in program as presented with next steps including testing financial impacts to confirm viability and incentive menu, meetings with developers, drafting an ordinance, scheduling the public approval process at the Human Rights Fair Housing Commission and Planning/Zoning Commission, and then presenting the final recommendation to the City Council. Staff believes the current language is reflective of this direction and broad enough to incorporate any changes through the HRFHC, PZC and financial impacting testing processes..</p>	<p>Schatz</p>

LOCATION MAP - 27W130 BAUER ROAD



City of Naperville Efficiencies and Cost-Saving Measures

As requested by the City Council at the Oct. 28, 2019 Budget Workshop #1, please find below a listing of cost-saving actions and efficiencies from the 2017- 2019 timeframe delineated by department.

City Clerk's Office

- Transitioned Social Service and CDBG grants to the same online application system used for SECA in 2018, eliminating all paper applications.
- Eliminated a part-time FTE in 2018 through an office reorganization.
- Developed a text amendment in 2017 for the taxi licensing ordinance to reduce the application, review, and approval process for licenses from six to two months. This amendment eliminated 32 steps from the 40-step process.

City Manager's Office/Communications

- Expanded electronic meeting management system to boards and commissions to provide a more transparent resource to residents and more efficient system for City Council and staff and subsequently launched online board and commission application system.
- Maximized the website governance experience through automation of how department updates are submitted via the website Content Management System.
- Assumed communication responsibilities during large-scale snow events, freeing Snow Command employees to focus on coordinating snow removal efforts and improving the timing and consistency of messaging with the community.

Electric Utility

- Saved customers \$2.85 million between 2016 and 2018 through Conservation Voltage Reduction (CVR), which provides optimum voltage settings in the electric system based on real-time data provided by electric meters.
- Utilized cable injection to extend the life of cables at significant cost savings. At one-third the cost of cable replacement, the cable injection process extends the life of cable for a minimum of 20 years and helps prevent future cable failures and power outages. The cost savings for cable injection versus replacement was \$1.5 million in 2018.
- Utilized the automatic and remote capabilities of the electric Automated Metering Infrastructure (AMI) system to perform disconnects/reconnects of electric service and to perform final reads for customers closing their electric account. In 2018, staff performed 7,713 disconnects/reconnects and 12,297 final reads remotely for a total savings of \$250,000.
- Implemented a Demand Response (DR) Program for peak periods in 2018. When electricity use spikes during peak demand periods, the utility is charged for additional demand. When a peak demand period is predicted with DR, the program is implemented to reduce the demand spike. Savings are captured in estimated savings for CVR.
- Developed the Empower online utility dashboard in-house for an estimated savings of \$750,000.
- Utilized Distribution Automation in 2018 to trouble shoot the electrical system remotely and isolate outages in smaller sections. The system allows field crews to reduce impacted areas, improving restoration time and producing a cost savings to customers. Reduced outages savings were approximately \$709,000, and the SAIDI efficiency savings is 11.56 minutes.
- Oversaw the Illinois Municipal Electric Agency (IMEA) energy efficiency award program for LED projects, which resulted in a total energy savings of 3.88 million kilowatt-hours.

Finance

- Improved budget data entry for individual departments through ERP software, allowing more options for data submittal, including justifications and the ability to tie requests to City ends policies.
- Shifted from a paper-based submittal process for check requests to an electronic submittal process in August 2018. Since that time the City has processed more than 2,000 requests this way, saving time and providing quicker payment to vendors.
- Transitioned the procurement card approval process to an entirely paperless system.
- Implemented the payroll module in July 2019, improving data entry time and increasing the quality control around payroll. Staff has seen an increase in payroll accuracy and a half a day reduction in processing time.

Fire Department

- Implemented an ambulance reduction program, which is estimated to save \$1.7 million over 10 years.
- Adopted a Power Shift model that reallocated four shift personnel to a 40-hour work week schedule. The change created efficiencies in service levels to residents during peak weekday hours when call volume, training, inspections, and public education are high. The system required no additional employees and allows up to two additional ambulances to be in service.
- Implemented a rescue vehicle program that allows the department to respond to non-emergency calls with one person in a rescue vehicle rather than dispatching three to four people in large equipment.
- Participates in a dropping borders program with the Warrenton Fire Protection District, which sends the closest vehicles to emergency calls for service regardless of jurisdiction.
- Collaborated with the Naperville Fire Protection District to purchase a fire engine and install a hydrant in a challenging unincorporated response zone.
- Completed installation of new technology for replacement of the fire station alerting system to improve call handling and response times.
- Negotiated a new contract for the Fire Alarm Monitoring Program, saving \$18,000 per year.
- Joined forces with the Police Department to merge dive teams, resulting in greater efficiencies while continuing to operate as the area's elite water rescue team.
- Established an Assistant Fire Marshal position for succession planning by utilizing an existing vacant position.
- Reconfigured the old Household Hazardous Waste (HHW) facility for a fire training academy, eliminating the need for a new training facility. Also, initiated a training program allowing employees to attend fire classes in-house, reducing third-party vendor costs and transportation costs.
- Established cost reporting for Ground Emergency Medical Transport (GEMT) supplemental funding program for Medicaid reimbursements, which will potentially lead to significant increased revenues.
- Reoutfitted an ambulance scheduled for replacement to be used for incident support, NEMA and other multi-departmental purposes.
- Procured a surplus fire engine from a neighboring community to be used for training purposes, which reduces wear and tear on existing fleet vehicles.
- Adjusted operational vehicle deployment to two trucks and two squad lineups rather than a three-truck lineup.

Human Resources

- Implemented electronic enrollment for benefits in 2019 through the ERP to improve cost effectiveness.
- Saved more than \$100,000 through changes to dependent coverage identified by the 2018 dependent audit.
- Reduced spending by more than \$500,000 through healthcare program modifications in medical plans (deductibles, out of pocket maximums [medical and pharmaceutical] and co-pay adjustments) since 2017.
- Reduced spending by more than \$500,000 through elimination of the consumer-driven health plan in 2019.
- Saved more than \$750,000 by charging Medicare-eligible retirees full premium cost of the City's medical insurance plans and offering a Medicare supplement plan as a substitute since 2016.
- Reduced the cost of prescription drugs on the PPO plans by approximately \$400,000 in 2018 through use of a pharmacy benefit manager and group manager.
- Introduced CRX International as pharmaceutical alternative for 2020.
- Offered telemedicine as a lower cost alternative to in-person medical visits in 2019.
- Saved more than \$17,000 through reduction of software maintenance on human resources processing software for 2020.
- Saved \$6,000 by eliminating Employee Manual Software in 2017.

Information Technology

- Eliminated the need for tape purchases and maintenance on backup hardware by completing backups on the Microsoft Azure Cloud.
- Increased Azure-based virtual machines from 10 to 23 to decrease pressure on servers based in the City datacenter.
- Configured outbound Internet connections to work in an active/passive or "failover" state to ensure connectivity.
- Converted inbound and outbound calls to VOIP SIP Trunks, replacing time-and-distance charges for long distance calls with significantly lower monthly fees.
- Moved GIS mapping applications, GIS mapping services, and GIS data for highly-utilized maps to the cloud, allowing IT to provide residents with more efficient maps and a better experience.
- In 2018, completed installation of wireless access points in all City buildings, allowing City staff to remain on the network at other City locations.
- In 2018, completed migration from end-of-life, on-premises SharePoint and network file shares to SharePoint Online. The resulting environment provides centralized locations for items like employee benefits, policy manuals, project updates, and employee news.
- Improved business efficiency operations for Public Safety by automating overnight parking application workflows, allowing officers to check real-time status while in the field.
- Automated 5G small cell approval process, which enabled staff to take on additional workload and still meet time requirements.
- Migrated HR and Payroll modules from Naviline to Tyler Munis, enabling the City to discontinue annual maintenance costs in Naviline and save \$17,000 annually.
- Removed IBM Cognos, resulting in annual software maintenance savings.

to re-purpose a position to a needed project management role versus hiring an additional FTE at approximately \$80,000.

- Performed evaluations and created long-term maintenance programs to flatten expenses and reduce repair costs for elevators, roof maintenance, garage floors, HVAC units, etc.
- Implemented Adopt-A-Drain program, resulting in storm drain inlets getting cleaned quicker pre- and post-storms. There are 231 registered users and 352 adopted drains as of 2018.
- Implementing dashboards for all departments using Fleet Services to reduce the number of vehicles down at one time.
- Entered into long-term contract with Groot Disposal for residential refuse and recycling collection. The new contract incorporated an annual cost per resident for Christmas tree collection and curbside bagged leaf collection. The new contract saved \$467,260 per year compared to the previous contract.
- Implemented the LED streetlight conversion project to improve visibility and safety, reduce light pollution and environmental impact through energy reduction, and provide the City with maintenance and re-lamping fee savings. The project is estimated to save \$4.5 million over 10 years with payback starting after four years.
- Starting in fall 2018, oversaw a 50/50 cost share program for tree replacements. On average, the City replaces approximately 800 trees per year and generates \$132,000 annually in revenue.
- Determined the Hobson Mill Culvert was eligible for lining instead of replacement, saving \$190,000 and keeping the road open to prevent resident disruption.
- Transitioned the EAB program to a three-year cycle on 25% of the large trees, saving \$50,000 per treatment cycle and reducing treatment needs.
- Managed demolition of the Water Tower West building in 2019, which was rapidly deteriorating. A full restoration would have cost an estimated \$675,000, and ongoing maintenance was \$40,000 per year. The building was demolished and converted to a commuter parking lot, creating a revenue of \$10,000 per month.
- Completed a condition assessment of 57 City facility roofs and developed a scheduled roof replacement program. Roofs are renovated when possible, saving 40% against a full replacement and providing an additional 20 years of use.
- Incorporated four electric vehicles into the City fleet, which are expected to save \$17,500 over the life of the vehicle in fuel and maintenance costs.
- Purchased equipment to reduce man hours for certain tasks. Examples include a grapple truck for forestry operations, resulting in less time for tree removals and downed limb removal; new paving equipment that can handle alleys and small patching throughout the city, allowing for more in-house paving and reducing outside contractor need; and an alignment machine to move alignment maintenance services in-house, saving approximately \$7,500 per year. The machine will also increase tire life due to more even wear and will reduce down-time for vehicles.
- New trucks purchased in 2019 are outfitted with Force America GPS and Salt Control solution, which provides real-time data transmission and integrates seamlessly into the City's GIS solution. The data will allow supervisors to control salt spread remotely with anticipated reduction in use by up to 25%.

Transportation, Engineering, and Development (TED) Business Group

- Worked with the Water/Wastewater Utilities in 2018 to have a utility technician present on certain construction sites to conduct water and sewer inspections so fewer City employees have to visit construction sites. The technician performs inspections and records results into a computer to save trips by a TED inspector.

Legal

- Worked with DuPage County Circuit Court to increase the county's transparency and accuracy. The effort followed a review of the City's traffic and municipal code violations and how fines on City cases were assessed and revenues transferred to the City.
- Assisted with legal research and drafting of an ordinance updating the City's municipal code concerning telecommunications and an ordinance creating an administrative hearing process for claims pursuant to the Public Safety Employee Benefits Act (PSEBA).

Police Department

- Merged Aurora and North Aurora Emergency Telephone System Board (ETSB) with Naperville's.
- Collaborating with Fire for Public Safety records centralization.
- Hired temporary civilian employees to complete background investigations for both sworn and civilian applicants, freeing up sworn police officers who previously conducted these background checks. The employee pool is made up of retired police officers with an aptitude to conduct these investigations for the department. It takes approximately 40 hours on average to conduct a background investigation.
- Purchased a Drug Terminator in 2018 to destroy seized narcotics and cannabis on site at the Police Department. Previously, items were sent to an offsite location for destruction, requiring a half day trip for a sergeant and forensics technician. Saved similar time on the destruction of firearms through the Gunbuster program, which resulted in the destruction of 40 firearms in 2018.
- NTAs-Patrol officers can now electronically generate local ordinance tickets instead of hand writing, reducing required call time for citations and helping records with data entry and transmittal to the county.
- Enhanced Connect for Life initiative with grant funding and completed seven interventions for members in the community.
- Hired a deputy director to lead the newly created Administrative Services Division. The position allows for management and technical oversight within the Records, Communications, Accreditation, Crime Analysis and Public Safety IT areas. The position allowed the records department to reduce staff by two FTEs, including elimination of a supervisor position with an estimated cost savings of \$150,000.
- Participated in Complex Coordinated Terrorist Attacks (CCTA) grant training with Aurora, involving several practical exercises. Estimated cost savings from the grant reimbursements was \$262,000 since 2018. Training included 4,051 classroom hours and was used during the Henry Pratt Manufacturing Plant situation on February 15, 2019.

Public Works

- Initiated Tree Cost Share Program, resulting in \$132,000 in revenue per year.
- Restructured custodial services, saving more than \$100,000.
- Reduced average amount of salt used per storm event by 66% since 2012, reducing costs.
- Reduced cartage by \$10,000 to \$20,000 per year for leaf disposal via contractor picking up leaves for composting.
- Reduced mowing/herbicide by \$50,000 by changing cycles and adjusting for weather.
- Hired Fastenal Vending Machine as custodial contractor with 15% savings, or about \$4,000 per year.
- Save several thousand dollars annually through electronics recycling drop-offs.
- Through a re-organization of workload, Public Works worked with the Water Utility to assume the management of the citywide restoration program. This allowed the water utility

- Worked with the Police in 2018 to use light-duty police employees to perform TED data entry, saving approximately 350 hours of data entry by TED staff.
- Joined elevator inspection co-op contract with other municipalities, saving more than \$26,000 in the first year. A fee structure change will result in further reductions in future years compared to the existing contract.
- Launched electronic development plan review for projects requiring entitlements. The e-plan review eliminates thousands of pounds of paper and physical transmittal of hundreds of submittals between city facilities. Annually, approximately 850 development plan reviews are now being done electronically.
- Consolidated required right-of-way permits and building permits into a single “small cell permit” routed electronically, reducing staff processing time by more than 60% per location. Approximately 5,000 small cell permits are expected over the next five years due to 5G. A total of 17,500 hours of staff time is expected to be saved.
- Implemented a one-time expenditure for traffic counting equipment equal to one season of traffic counter employees’ salary with a return on investment of one year. Future intersection traffic counts will be a \$20,000 savings and more reliable due to using equipment rather than college students.

Water/Wastewater Utilities

- Completed odor control upgrades at the North Pump Station in 2017 and Northwest Pump Station in 2018. Combined, the two projects saved \$22,120.
- Completed three ADS leak surveys between 2017 and 2019 with a total savings of \$4 million in elimination of water leaks.
- Implemented several projects to extend the lifespan of equipment and reduce energy expenses. Projects included installation of variable-frequency drives on water supply booster pumps; soft starting well pumps; new digester mixers for blowers, saving \$70,000 in annual chemical costs; using the SCADA system to monitor energy use; and upgrading bar screening equipment to allow cycling during low flow periods. Staff also adjusted the valve selection process to minimize maintenance and increase the lifespan of equipment and specified high efficiency motors on all equipment.
- Eliminated one FTE in 2018 through a department review of department needs.
- Expanded use of Cityworks for new construction inspections and asset management use.
- Leveraged the SCADA system to remotely monitor system components, reducing the need for staff travel.
- Partnering with the Electric Utility for siting solar arrays at Springbrook.
- Reconfigured plant drains to discharge upstream of bar screens to remove debris that would damage equipment. Staff is also installing stainless steel pipe materials in lift stations to increase the lifespan of equipment.
- Developing a non-revenue water tracking dashboard. Staff hopes implementation of an AMI/AMR system will improve the quality of data collected to better evaluate potential areas of water loss. The AMI/AMR system will also reduce meter reading costs.
- Staff is calibrating and updating a water model to eliminate the need for field hydrant tests.
- Staff is developing a sanitary sewer hydraulic model to determine where hydraulic deficiencies exist and aid in determining rehabilitation and remediation efforts; a watermain asset management plan to better target repair and maintenance projects; developing a facilities plan and asset evaluation for Springbrook, including preparation for phosphorus improvements; and implementing American Water Works Association programs for effective utility management and utility benchmarking to better assess the system.