A. MANAGER’S MEMORANDUM

Source:  Subject:  Action:
1.  Department of Public Works  Mosquito Abatement Program Update  FYI
2.  Finance Department  New Electronic Payment Option for Local Taxes
DATE: May 28, 2020

TO: Doug Krieger, City Manager

THROUGH: Dick Dublinski, Director of Public Works

FROM: Christine Schwartzhoff, Budget and Administration Manager

SUBJECT: Mosquito Abatement Program Update

Purpose:
The purpose of this memorandum is to provide information regarding the mosquito abatement program.

Discussion:
The mosquito abatement program began in May. The City of Naperville employs several strategies to control the mosquito population. The four strategies we employ are listed below:

1. Source reduction is the practice of permanently eliminating breeding sites. City crews inspect for and remove standing water where possible.
2. Larviciding targets the mosquito in the larval stage. Chemicals are used to treat ponds and marsh areas, as well as all of the catch basins throughout the city.
3. The mosquito population is monitored on a weekly basis using mosquito traps. The traps are used to monitor the effectiveness of our larval control and to provide an early warning when adult populations are rising. The city tests mosquitoes caught in the traps for the presence of the West Nile Virus. The outcome of the test and the number of mosquitoes caught in the traps indicate when spraying is needed.
4. Spraying is the method most familiar to the public. Controlling the population of adult mosquitoes with chemicals is sometimes necessary. The city uses the safest DPW staff sets twelve gravid traps city wide. Mosquitoes from those traps are tested on a weekly basis for West Nile Virus. Our mosquito technicians also treat breeding sites throughout the city as needed.

Due to the extremely wet spring, we anticipate that the mosquito populations may be high through the month of June. We will be testing traps every Tuesday during the summer months.

Treatment of the 8,000 catch basins throughout the city is underway and will be completed in June. Catch basins are treated once per year with larvicide briquettes, which prevent mosquitoes from developing into biting adults.

The DuPage County Health Department has an extensive mosquito trapping program throughout the county and maintains three gravid traps in Naperville, one of which is in an unincorporated area. DuPage County will notify the city if any of these traps test positive.
A press release will be sent out informing residents about our program and encouraging them to take the necessary precautions to avoid mosquito bites and to eliminate potential mosquito breeding areas from around their homes.

Staff will continue to provide updates on the mosquito abatement program throughout the season.

**Recommendation:**
I recommend that this information be shared with the City Council through the Manager’s Memorandum.
DATE: May 28, 2020

TO: Doug Krieger, City Manager

FROM: Rachel Mayer, Finance Director

SUBJECT: New Electronic Payment Option for Local Taxes

PURPOSE:
To provide City Council with information regarding a new electronic payment option for businesses to pay local taxes (food and beverage, hotel/motel and motor fuel tax) using My Help Center on the City’s website.

BACKGROUND:
Prior to the COVID-19 pandemic, the Finance Department began looking at ways to more effectively track and accept payments for the City’s local business taxes, including the food and beverage, hotel/motel and local motor fuel taxes. There are approximately 500 businesses that pay these taxes. Currently, the registration and payment processes are tracked via an Access database, which is a manual, time-consuming process.

It was staff’s intention to have an electronic payment option in place by the end of the summer. However, the timeline for implementing online payments was accelerated after the Governor issued a stay-at-home order in March. Finance and IT Department staff worked with GovQA to implement a payment form which integrates with PayPal to allow businesses to pay their taxes electronically. The Finance Department purchased the GovQA payment module for $7,500 and GovQA agreed to perform the integration services at no cost.

DISCUSSION:
Beginning in June, businesses that pay hotel/motel, food and beverage and/or local motor fuel tax payments will be able to register and make payments online. Specifically, the online registration form will be available starting on Wednesday, June 3 and online payments will be available starting on Thursday, June 11, 2020. Contactless payments are a safer option as the community strives to suppress the spread of the virus. The new process will also allow staff to verify that calculated payment amounts are correct before the businesses submit their payments.

For the time being, businesses may continue to submit payments via mail or by placing them in the drop box in the lower level of the Municipal Center garage if they do not want to pay via credit card. However, over time the Finance Department will look to move all payments to electronic submittal.
Communications Plan
The Communications Team and Finance Department have developed a communications
plan to notify the business community. The communications plan includes sending direct
communications to the hotels, motels, restaurants, bars, grocery stores with eat-in areas
and gas stations located in the City using the email addresses on file, as well as notifying
the Naperville Area Chamber of Commerce and Downtown Naperville Alliance.

Communications will be sent at the beginning of June to give businesses time to set up
an account at My Help Center on the City’s website and to contact the Finance
Department with any questions regarding the new payment option.

RECOMMENDATION:
Include this information in the May 28, 2020 MM.