

Staff Responses to Council Questions

February 14, 2012

6. Consent Agenda B. Motion: Award a Professional Services Contract for \$78,695.00 to Sam Schwartz Engineering, Hoffman Estates, Illinois, for an Update to the Village's Bicycle and Pedestrian Plan

How will this plan be integrated with the Comp Plan?

An updated bicycle and pedestrian plan will build upon the work of the Comprehensive Plan by aligning with the broader goals and objectives for the Village that were established in the Comprehensive Plan. This update to the Bicycle and Pedestrian Plan will follow the community input and vision established by the Comprehensive Plan. A multi-departmental team, including Community Development, will be involved with the plan update, and a significant amount of public outreach is included in the scope of work. Once the plan is completed it will be brought to both the Transportation and Parking Commission and the Village Council for final approval.

6. Consent Agenda C. Resolution: Authorize Adoption of a Fourth Amendment to the Economic Development Corporation Bylaws

What was the \$500 limit rules prior to the proposed change?

The current bylaws require two signatures on all checks. It is very common for small not-for-profit organizations to require one signature on small checks. For example, the Downers Grove Area Chamber of Commerce requires two signatures for any check above \$500. This allows the President to issue small checks without having to find an officer that is available to sign a check.

How does making the Tourism Bureau a subsidiary change the operation of the EDC?

The addition of this language to the bylaws will not change the operation of the EDC. EDC's legal counsel recommended that this provision be added since the Downers Grove Visitors Bureau name appears on the EDC materials, websites, mobile app, etc. The new provision indicates that the Visitors Bureau is part of the EDC, and not a separate organization.

7. Active Agenda A. Ordinance: Regulate Non-Conforming Signs

The E-sheets on this item totally ignores my concerns about the OASIS funding of signs and provides no additional information. It also does not include comments from the Feb. 10 meeting but Staff still recommends approval. Staff said they would respond.

The OASIS Team met on Tuesday, February 14 to review grant applications. The team also discussed the proposed extension of the deadline for businesses to be in compliance with the sign ordinance. The OASIS team unanimously felt that grant applications for signage should be allowed beyond the original May 2012 deadline. Voting members of the OASIS Team are the EDC President, Chamber President and two members of the Ogden Avenue Alliance.

The OASIS grant program will be placed on a Village Council meeting agenda in March for review and discussion. The Council may amend the OASIS program at that time. No sign only grant applications will be placed on a Village Council meeting agenda prior to the review and discussion of the OASIS program. Further, the Village Manager will not approve any sign only grant applications prior to the review and discussion of the OASIS program.

8. First Reading C. Motion: Award a Contract Not to Exceed \$192,034.18 to Engineering Resources Associates, Inc., Warrenville, Illinois, for Phase III Resident Engineering Services for Knottingham Subdivision Road Reconstruction and Water Main Replacement

Does ERA have experience working with affected residents regarding service interruptions such as water shut-offs and driveway closings?

Village staff interviewed the specific candidates proposed for the Resident Engineer position from each of the short-listed firms. The proposed Resident Engineer from Engineering Resource Associates, Dennis Clements, has performed very similar services for other communities. Staff spoke with a representative from the Village of Lombard, where Mr. Clements performed very similar services on two separate projects, and they gave him a very strong recommendation, specifically touting his skills in communicating with residents and minimizing project impacts.

Has staff developed a communication plan for informing the residents of service interruptions? Has the City of Darien participated in the planning efforts?

Yes, staff has developed a communication plan to keep residents informed about the project as it progresses. The Village hosted two neighborhood meetings during the design phase of the project and will invite residents to another meeting before the start of construction. At this meeting they will meet the Resident Engineer and will be provided with information about project phasing and scheduling. Regular project updates will be provided on the Village's web site, and residents will be able to subscribe to them on E-News.

With respect to communicating about water shut-offs and driveway access, there will be a combination of written notices, door hangers, and door to door personal contact. This system has been successfully used on recent watermain replacement projects in the Village. ERA will utilize this system, and augment it as necessary for the specific needs of the Knottingham project, with staff oversight. The City of Darien staff has been involved in the planning and design efforts. Negotiations with them on a cost-sharing agreement are on-going.

Why are we saving money by contracting this out rather than doing this in house, either with a permanent or temporary employee. Especially since this consultant reports to an employee who has to provide so much supervision and "monitor the monitor". Why not hire a temp consultant?

The Village does not have the staff capacity to complete the 2012 workload internally. Managing the projects internally would require additional staffing; however, staff does not recommend hiring a permanent employee for temporary work. The consultant method is preferred over a temporary employee because the consultant has the flexibility to augment the project team with additional staff for short periods as necessary. Additionally, it is easier and less time-consuming to hire using a contract than to hire a temporary additional employee.