

## FY 2021 Public Works Department Work Plan

(last revised by PK on 10/7/20)

### INTRODUCTION

The Public Works Department consists of seventeen (17) full-time positions responsible for the maintenance of buildings and grounds, vehicles and equipment, roads and street lights, or the water and sanitary sewer systems. The Work Plan does not provide details on the normal activities staff performs. Rather, it identifies those special projects or assignments in which staff is involved in addition to normal activities.

TIER ONE INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
	Annual Road Program				
T1-1	2020 Road Program Construction (JC/DR)	Fall 2020	Substantially Complete	N	Strategic Plan Goal #4 City Infrastructure
T1-2	2021 Road Program Bid Documents (JC/KH/DR)	Feb-21	Not Yet Started	N	Strategic Plan Goal #4 City Infrastructure
	Sanitary Sewer Infiltration and Inflow Reduction Program				
T1-3	Basin 1, Phase 3 (PK/JS)	Feb-21	Bid Documents to be prepared over winter	N	Strategic Plan Goal #4 City Infrastructure
T1-4	Basin 2, Phase 2 (PK/JS)	Fall 2020	Smoke Testing Complete, Manhole Analysis Pending	N	Strategic Plan Goal #4 City Infrastructure
T1-5	Basin 3, Phase 1 (PK/JS)	Fall 2020	Monitoring Complete, Analysis Pending	N	Strategic Plan Goal #4 City Infrastructure
T1-6	Property acquisition and design of Southwest District Elevated Water Tank and Well (PK/JS) ( <b>PUB 19.03</b> )	Before End of FY21	Currently Negotiating	N	Strategic Plan Goal #4 City Infrastructure
T1-7	Participate in Enterprise Resource Planning implementation, including update and development of related policies/processes (PK/KY)	Before End of FY21	Ongoing	N	
T1-8	Assist Finance with inventory valuation of all EMRP fixed assets (PK/JS)	Nov-20	Meeting Regularly with EMRP Workgroup	N	
T1-9	Interior Rehabilitation of West Street Water Tower (JS)		Complete	N	Strategic Plan Goal #4 City Infrastructure
	Mack Road Bridge Replacement and Trail Improvement Project				
T1-10	Complete Preliminary engineering design (PK/KH)	Jan-21	Draft Project Report to be Submitted to IDOT August 2020	N	Bike and Pedestrian Plan
T1-11	Begin Final engineering design (PK/KH)	Fall 2021	Contract approved by City Council 10/5/2020	N	Bike and Pedestrian Plan
T1-12	Coordinate with Administration to negotiate Public Works union contract (PK/JC/JS)	Before End of FY21	Ongoing	N	
<b>T1-13</b>	Reorganization of Public Works staff (PK/JC/JS/KY)	Winter 2020	Developing Plan	N	
<b>T1-14</b>	Perform Water System Risk and Resilience Assessment and update associated Emergency Response Plan due July 2021 (JS/KY/PK) ( <b>PUB 21.03</b> )	Before End of FY21	Initial Draft Ready for Consultant Review	N	Strategic Plan Goal #4 City Infrastructure

<b>T1-15</b>	Assist Community Development with facilitation of a decision process to extend Warrenville Grove Path along river (PK)	TBD	Anticipate Fall Discussion with Council on whether to proceed	N	Old Town/Civic Center Subarea Plan, Old Town/Civic Center TIF #3 Redevelopment Plan, Bike and Pedestrian Plan, and Strategic Plan Goal #3: Open Space and Environment
<b>T1-16</b>	Assist Community Development with facilitation of a decision process to connect pedestrian trail between Fox Hollow and Maple Hill (PK)	TBD	Anticipate Fall Discussion with Council on whether to proceed	N	Bike and Pedestrian Plan, and Strategic Plan Goal #3: Open Space and Environment
<b>T1-17</b>	Assist Police Department with expansion of use of solar-powered radar speed monitoring signs in residential areas (JC)	Before End of FY21	PD received signs and provided installation locations to PW	N	
<b>T1-18</b>	Support demolition, planning, and remediation of Citgo property site (PK/JC)	Before End of FY24	Not Yet Started	N	Old Town/Civic Center Subarea Plan, Old Town/Civic Center TIF #3 Redevelopment Plan, Bike and Pedestrian Plan, and Strategic Plan Goals #1 Economic Development and #3 Open Space and Environment

**TIER TWO INITIATIVES**

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T2-1	Develop the Complete Streets Implementation Plan (PK/KH)	FY22	Not Yet Started	N	
T2-2	Assist Community Development with Point Oak Drive Dedication (PK)		Not Yet Started	N	
T2-3	Administration of Private Property Drainage Assistance Program (KY/JC/KH/DR)	Fall 2020	Evaluating New Application	Y	
T2-4	Assist Community Development with Prairie Path Trail Head Final Eng. (PK/JC/DE/KH)	Dec-20	Project Report submitted to IDOT in June.	N	
T2-5	Sale of Rogers Avenue property (KY/PK)	Before end of FY21	Need to re-bid	N	
<b>T2-6</b>	Resolve Rigi and Barclay Avenue private street maintenance issue (PK/JC/KY)	Before end of FY21	Met with residents 9/29/20	N	
<b>T2-7</b>	Batavia Road (west of Route 59) engineering design (PK/JC)	FY22	Delayed	N	Strategic Plan Goal #4 City Infrastructure
<b>T2-8</b>	Develop alternatives for pavement rehabilitation of East Side streets (PK/JC) ( <b>PUB 21.02</b> )	TBD	Delayed until at least Nov. 2020.	N	Strategic Plan Goal #4 City Infrastructure
<b>T2-9</b>	Analyze and design a solution for Public Works garage area indoor air quality issues (DE)	Complete	Complete	N	Strategic Plan Goal #4 City Infrastructure
<b>T2-10</b>	Install high speed garage doors at Public Works garage main entry/exit (DE) ( <b>PUB 21.01</b> )	FY22	Delayed	N	Strategic Plan Goal #4 City Infrastructure
<b>T2-11</b>	Reassessment of Capital Maintenance and Replacement Plan (CMRP) (PK/JC/DE/KY)	Before end of FY21	Requesting City Council Assign 1-2 Aldermen to work with staff	N	
<b>T2-12</b>	Evaluate smaller scale solar project at Well No. 9 to replace previous Tier 3 objectives related to solar (PK/JS/DE)	Before end of FY21	Not Yet Started	N	

**TIER THREE INITIATIVES**

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Final engineering for Point Oak Dr. reconstruction and utility extension project (PK/KH)		Not Yet Started	N	

**LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS**

**Tier One** – These are the highest priority initiatives that staff feels must be advanced. In many cases, these are ongoing or time sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long term negative impacts. Expected to be accomplished with existing and budgeted resources.

**Tier Two** – These are important initiatives staff feels should be advanced but may be delayed pending completion of Tier One initiatives. Staff expects to accomplish/advance these priorities with existing and budgeted resources. Delaying progress on these initiatives and projects may result in undesirable impacts.

**Tier Three** – These are desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in the upcoming fiscal year. It is unlikely that the City will experience any measurable or lasting negative impacts if these items are not advanced in the upcoming fiscal year. However, if work is not initiated or suspended on High or Important priority initiatives, it may be possible to reallocate staff resources and advance one or more of these initiatives and projects.

**#-#** Highlighting, Bold font = New for FY 2021

*Italic font* = Initiative or project for which a new FY 2021 Decision Package has been submitted.

PK=Deputy Public Works Director, JC= Street Division Lead Supervisor, KD=Finance Director, DE= Facilities Maintenance Lead Supervisor, KH=Senior Civil Engineer, KY=Public Works Management Analyst, FMT= Fleet Management Technician, DR=Civil Engineer, JS= Utility Division Lead Supervisor, LW=Planner/GIS Tech.

**PROJECTS NOT INCLUDED IN FY 2021 WORK PLAN**

- 1 Development of ADA Transition Plan (KY)
- 2 Construct Route 59 City entrance monument sign (TIF #4)
- 3 Develop final design plans for City entrance sign replacements
- 4 Participate in Citywide facilities study including building security needs
- 5 Final engineering and reconstruction of Barkley Avenue, north of Route 56
- 6 Final engineering design and easement acquisition for Manning Avenue pedestrian and parking improvements
- 7 Engineering design for square courts in FY 2022, CDBG construction funding in 2022
- 8 Construction of Ray Street Improvements
- 9 Property Acquisition for Sanitary Sewer Holding Tank ( **PUB 19.05** )
- 10 Evaluate and reorganize electronic file maintenance (Laserfiche) (KY)
- 11 Expand the City street light banner program into Cantera
- 12 Preliminary design for Warrenville Grove Multi-Use Trail Connection Project
- 13 Preliminary engineering for Batavia/Route 59 intersection drainage/turn lane improv.
- 14 Final design for Leone Schmidt Park pavilion and lookout improvements
- 15 Preliminary engineering for Route 59 sidewalk improvements
- 16 Sale of Jackson Street unimproved right-of-way, just west of Winfield Road

**OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2021 WORK PLAN**

- 1 Assumes no new vacancies in current Public Works Department positions and does not account for impact of unanticipated staff turnover.
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year.