

FY 2021 Community Development Department Work Plan Update

(last revised by RM on 11/5/2020)

**INTRODUCTION**

The Community Development Department consists of nine (9) full-time positions responsible for Planning, Zoning, Building, Code Enforcement, Development Engineering, Stormwater and Flood Plain Management, Economic Development, and Geographic Information Systems. The Department also provides administrative and engineering support to the Public Works Department. The Work Plan does not identify normal and typical work Department staff perform on an ongoing basis. Rather, it identifies those special projects or assignments in which staff is involved, in addition to normal activities such as processing private building/development applications and assisting in the design, bidding and construction of the Annual Road Program.

TIER ONE INITIATIVES						
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans	
T1-1	Coordinate with Finance on Enterprise Resource Planning (ERP) and Mazik City implementation (All) (FIN 19.01)	Before end of FY 21	Work actively ongoing	N		
T1-2	Administration of Lexington Trace Redevelopment Agreement (RM/KH)	Until end of FY 24	Work ongoing. The City recently processed the Developer's third TIF reimbursement request.	N	Southwest District Subarea Plan, Souwest/Route 59 Corridor TIF #4 Redevelopment Plan, and Strategic Plan Goal #1: Economic Development	
T1-3	Research, develop, and facilitate decision making on the adoption of a Rental Registration and Crime Free Housing Program (DE/RM)	Before end of FY 21	Not yet started	Y	Strategic Plan Goal #5: Public Safety	
T1-4	Coordinate Citgo Property demolition and environmental remediation activities including preparation of concept site redevelopment plan (RM/KH) (COM 19.03)	Before end of FY 24	Required IEPA LUST and SRP program reports have been filed. Liability Transfer Agreement has been finalized with P66 and executed. Low bid contractor for underground storage tank removal will be awarded at November 16 City Council meeting.	N	Old Town/Civic Center Subarea Plan, Old Town/Civic Center TIF #3 Redevelopment Plan, and Strategic Plan Goals #1: Economic Development and #3: Openspace and environment	
T1-5	Coordinate concept design and decision process for Warrenville Grove Multi-Use Trail Project (KH/PK)	TBD	11.12.2020 Public Information and input virtual meeting has been scheduled.	N	Old Town/Civic Center Subarea Plan, Old Town/Civic Center TIF #3 Redevelopment Plan, Bike and Pedestrian Plan, and Strategic Plan Goal#3: Openspace and environment	
T1-6	Coordinate decision process on proposed Fox Hollow/Maple Hill trail connection (ND/KH)	TBD	Anticipate a December COW discussion on whether to proceed with this project.	N	Bike and Pedestrian Plan, and Strategic Plan Goal#3: Openspace and environment	
T1-7	Administer CDBG Grant for Summerlakes square courts improvements (ND/KH)	April-21	Not yet started	N		
T1-8	Recruit and onboard new/additional Building Inspector/Code Enforcement Officer (RM/DE/AM) (FY 2021 Decision Package)	August-20	Recruitment process ongoing.	N		
TIER TWO INITIATIVES						
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans	

T2-1	Phase II Final Engineering design for Prairie Path Trailhead Project at Albright Park (ND/KH/PK) (FY 18 and COM 20.02 Dec. Packages)	Dec-20	City's Consultant is finalizing the submittal of Final Report to IDOT.	N	
T2-2	Preliminary and Final engineering design for Mack Road Bridge Replacement and Trail Improvement Project (KH/PK) (COM 20.05 Dec. Package)	Preliminary Design Completed by January 2021. Final Plans completed by February 2022.	City staff and consultants conducted a second public information and input meeting on the project in October. City and City's consultant are responding to final report comments from IDOT.	N	Bike and Pedestrian Plan
T2-3	Develop new IGA with Warrenville Fire Protection District (RM/DE)	Before end of FY21	Not Yet Started	N	
T2-4	Finalize City's 2020 Complete Count Census Committee work (ND)	October 2020	Project complete	N	
T2-5	Coordinate marketing and preparation of TIF redevelopment agreement for City-owned property at northeast corner of Routes 59 and 56 (RM)	TBD pending additional direction from City Council	Two Brothers Brewing "Preferred Purchaser and Developer" designation for property recinded by City Council in July 2020. No active marketing efforts planned for the property until late FY 2021 or FY 2022 subject to condition of local economy and commercial real estate market.	N	Southwest District Subarea Plan, Southwest/Route 59 Corridor TIF #4 Redevelopment Plan, and Strategic Plan Goal #1: Economic Development
T2-6	Update building permit fee schedule (DE)	Before end of FY21	Not yet started	N	
T2-7	Coordinate with Public Works on dedication of Point Oak Drive (RM/KH/PK)	TBD	Workgroup meeting conducted on 9.10.2020		
T2-8	Develop implementation plan for Complete Streets Policy (PK/KH/RM)	Before end of FY21	Not yet started	N	
T2-9	Inventory and develop database of all stormwater detention ponds and maintenance status (DR)	Will not be completed this Fiscal Year		N	
T2-10	Recruitment of stormwater management/engineering intern (KH/AM)	Will not be completed this Fiscal Year	To be reconsidered for FY 22	N	
T2-11	Coordinate "Homes for a Changing Region" study with Metropolitan Mayors Caucus and CMAP (RM/ND)	1st. Quarter of 2021	Ongoing	N	Strategic Plan Goal #1: Economic Development

**TIER THREE INITIATIVES**

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Develop zoning overlay district for key redevelopment sites in Old Town/Civic Center Subarea (ND)	End of FY 2021	Not yet started	N	Old Town/Civic Center Subarea Plan, Old Town/Civic Center TIF #3 Redevelopment Plan, and Strategic Plan Goals #1: Economic Development

T3-2	Final engineering design for Point Oak Drive Reconstruction and Utility Extension Project (KH/PK)	TBD pending ROW acquisition	Not yet started	N
T3-3	Final engineering and reconstruction of Barkley Avenue north of Route 56 (KH/PK)	TBD pending status of proposed Two Brothers Project	Not yet started	N
T3-4	Coordinate City park sign design with Administration Department (ND/DR)	Will not be completed this Fiscal Year	To be reconsidered for FY 22	N
T3-5	Develop final design plans for City entrance sign replacements (ND/KH)	Will not be completed this Fiscal Year	To be reconsidered for FY 22	N

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

**Tier One** – Highest priority initiatives staff feels must be advanced. Tier one elements of Department’s annual Work Program. In many cases, these are ongoing or time-sensitive initiatives that cannot be delayed without significant detrimental, costly, and/or long-term negative impacts. Expect to accomplish with existing and budgeted resources.

**Tier Two** – Important priority initiatives staff feels should be advanced. Tier two elements of the Department Work Program staff expects to accomplish/advance with existing and budgeted resources. Delaying progress on these initiatives and projects will result in undesirable impacts.

**Tier Three** – Desirable and valuable initiatives, but not items the Department expects to advance to any significant degree with existing or budgeted resources in upcoming FY. Third tier elements of the Department’s annual Work Program. It is unlikely the City will experience any measurable or lasting negative impacts if these items are not advanced in upcoming FY. 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.

**#-#** Highlighted font = An initiative associated with a decision package and what budget year decision package was approved.

RM = Community and Economic Development Director, PK=Deputy Public Works Director, ND = Senior Planner, KH=Senior Civil Engineer, DE = Chief Code Official, DR = Civil Engineer, DR Civil Engineer David Romero, AM = Administrative Services Coordinator Alma Morgan

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

- 1 Prepare revised Comprehensive Plan for entire City)
- 2 Business license and registration transition
- 3 Final design for Leone Schmidt Park pavilion and lookout improvements
- 4 Rigi Road and Barclay Avenue dedication and engineering design
- 5 Preliminary engineering for Route 59 sidewalk improvements
- 6 Prepare revised Sign Ordinance
- 7 Develop and implement Business Outreach Program
- 8 Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1
- 9 Implement Rental Registration Program
- 10 Develop and implement Crime-free Housing Program
- 11 Evaluate/revise development fee schedule
- 12 Correct “duplicate” and inconsistent street names
- 13 Develop comprehensive engineering and public infrastructure specifications manual
- 14 Update building codes from 2015 to 2021 codes
- 15 Coordinate bidding and construction of new City entrance sign along Route 59 frontage of Everton Project

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

- 1 Acknowledges record level of complex new private development under construction in FY 2021.
- 2 Assumes no vacancies in current Community Development Department positions.