

## FY 2023 Public Works Department Work Plan

(last revised by PK on 6/8/2022)

### INTRODUCTION

The Public Works Department consists of sixteen (16) 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	2022 Road Program Construction (JC) - East Side Streets north of Galusha / east of Winfield. (PUB 21.02)	10/31/2022	Advertise for bids in June	N	Strategic Plan Goal #4 City Infrastructure
T1-2	2023 Road Program Bid Documents (JC/KH/DR)	2/28/2023	Not started	N	Strategic Plan Goal #4 City Infrastructure
Sanitary Sewer Infiltration and Inflow Reduction Program					
T1-3	Basin 3, Phase 3 - City Staff repairs only (PK/JS)	4/30/2023	Not started	N	Strategic Plan Goal #4 City Infrastructure
T1-4	Basin 4, Phase 2 (PK/JS)	4/30/2023	MH Inspections completed	N	Strategic Plan Goal #4 City Infrastructure
T1-5	Basin 5, Phase 1 (PK/JS)	8/31/2022	Flow monitoring May - June	N	Strategic Plan Goal #4 City Infrastructure
Proposed Well No. 13, Water Tower, and Iron Filtration (Southwest District)					
T1-6	Property acquisition (PK/JS) (PUB 19.03)	4/30/2023	PSA approved in May	N	Strategic Plan Goal #4 City Infrastructure
T1-7	Design and Preparation of Bid Documents for Well and Water Tower (PK/JS) (PUB 19.03)	4/30/2023	Not started	N	Strategic Plan Goal #4 City Infrastructure
Mack Road Bridge Replacement and Trail Improvement Project					
T1-8	Complete Final Engineering Design (KH/PK) (CD 20.05)	4/30/2023	Kickoff meeting occurred on 5/24	N	Bike and Pedestrian Plan
T1-9	Complete Property/Easement Acquisition (KH/PK) (CD 22.04)	4/30/2023	Not started	N	Bike and Pedestrian Plan
Water Tower Maintenance and Painting					
T1-10	Paint Exterior of Water Tower on West Street, south of Diehl Road (JS)	9/30/2022	Begin in June	N	
T1-11	Paint Interior of Water Tower on Country Ridge Drive (JS)	4/30/2023	Summer / Fall	N	
T1-12	Coordinate Construction of IPP Trailhead Project (KH/PK)	4/1/2023	IDOT Awarded Contract 6/1	N	Old Town/Civic Center Subarea Plan
T1-13	Mazik City Design and Implementation (All) (FIN 19.01)	4/30/2023		N	
T1-14	Implement 4th phase of Public Works Reorganization (PK/JC/JS/KY) (PW 23.02 & PW 23.03)	4/30/2023	Identified 2 hires, working through background checks	N	Matrix Service Level and Staffing Study
T1-15	Evaluate 3-way Stop Condition at Batavia Road and Warrenville Road	9/1/2022	Began in May	N	
T1-16	Batavia Road resurfacing (west of Route 59) engineering design (PK/JC)	11/28/2022	IDOT reviewing plans	N	

**TIER TWO INITIATIVES**

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
Rigi Road / Barclay Avenue private street maintenance issue					
T2-1	Easement Acquisition (PK/JC/KY)	7/31/2022	Received 4, 2 others to sign, still working with 4	N	
T2-2	Road Resurfacing (PK/JC)	10/31/2022	Not started	N	
T2-3	Finalize engineering design and Community Development Block Grant Funding Agreement for Summerlakes Square Courts Improvements (PK/JC/KH/AK)	4/30/2023	Consultant began, waiting on Funding	N	
Route 59 Sidewalk/Path Improvements Project					
T2-4	Preliminary Engineering for Rt. 59 Sidewalk/Path Improvements (KH/PK) (CD 23.02)	12/30/2022	Consultant surveyed corridor	N	
T2-5	Begin Final Engineering for Rt. 59 Sidewalk/Path Improvements (KH/PK) (CD 23.03)	1/31/2023	Not started	N	
T2-6	Re-subdivide Public Works and Harding Field properties and transfer ownership of Harding Field to Park District (PK/KY)	4/30/2023	Not started	N	
T2-7	Administration of Private Property Drainage Assistance Program (KY/JC/KH/DR)	4/30/2023	None submitted	Y	
T2-8	Development of Complete Streets Implementation Plan (PK/KH/RM)	4/30/2023	Not started	N	
Solar Projects					
T2-9	Trailhead Restroom Building (PK/JC/DE)	4/30/2024	Not started	Y	
T2-10	Proposed Well No. 13 Iron Filtration Building (PK/JS/DE)	12/31/2025	Not started	Y	
T2-11	Install high speed garage doors at Public Works garage main entry/exit (DE) (PUB 23.01)	4/30/2023	Not started	N	
T2-12	Develop Existing Tree Maintenance Plan and Tree Planting Program Recommendation for City Council consideration (PK/JC)	12/31/2022	Not started	N	
T2-13	Development of ADA Transition Plan (KY)	4/30/2023	Not started	N	
T2-14	Develop Conceptual Plan and Cost Estimate of Batavia Road sidewalk connection between Alden Horizon and Blackwell Forest Preserve (PK/JC/KH)	4/30/2023	Not started	N	
T2-15	Coordinate Review and Potential Endorsement of the MMC Climate Action Plan	4/30/2023	Not started	N	

**TIER THREE INITIATIVES**

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Sale of Rogers Avenue property (KY/PK)	TBD	Not started	N	
T3-2	Assist Community Development with Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/JC/JS/PK)	TBD	Not started	N	
T3-3	Participate on Internal Workgroup to Evaluate the Use of DemandStar for City Project Bidding (PK/JC/JS)	TBD	Not started	N	
T3-4	Replace City Hall fountain (DE)	TBD	Not started	N	
T3-5	Replace Police Department flooring (DE/KY)	TBD	Not started	N	
T3-6	Assist Community Development with Point Oak Drive Dedication (PK)	TBD	Not 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 2023

*Italic font* = Initiative or project for which a new FY 2023 Decision Package has been submitted.

PK=Public Works Director, JC= Capital Maintenance Superintendent, KD=Finance Director, DE= Facilities Maintenance Lead Supervisor, KH=Senior Civil Engineer, KY=Public Works Management Analyst, DR=Civil Engineer, JS= Utility Maintenance Superintendent, AK=Planner/GIS Tech.

## **PROJECTS NOT INCLUDED IN FY 2022 WORK PLAN**

- 1 Replace Cerny Park playground equipment and surface, and repair pavillion
- 2 Paint Exterior of Public Works building
- 3 Final engineering design and easement acquisition for Manning Avenue pedestrian and parking improvements
- 4 Develop final design plans for City entrance sign replacements
- 5 Participate in Citywide facilities study including building security needs
- 6 Final engineering and reconstruction of Barkley Avenue, north of Route 56
- 7 Construction of Ray Street Improvements
- 8 Property Acquisition for Sanitary Sewer Holding Tank ( ***PUB 19.05*** )
- 9 Evaluate and reorganize electronic file maintenance (Laserfiche)
- 10 Expand the City street light banner program into Cantera
- 11 Preliminary engineering for Batavia/Route 59 intersection drainage/turn lane improv.
- 12 Final design for Leone Schmidt Park pavilion and lookout improvements
- 13 Sale of Jackson Street unimproved right-of-way, just west of Winfield Road
- 14 Final engineering for Point Oak Dr. reconstruction and utility extension project
- 15 Williams Road Bridge maintenance project

## **OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2023 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.