

FY 2024 Community Development Department Work Plan

(last revised by AE 11/01/2023)

INTRODUCTION

The Community Development Department consists of nine (9) full-time positions and three (3) part 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 (HIGHEST PRIORITY) INITIATIVES

Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T1-1	ERP/Permitting Software Design and Implementation (All) (FIN 19.01)	TBD	Software Selected. Pre-Work Underway.	N	
T1-2	Coordinate Implementation of Special Census (CA/JM) (CD 24.07)	Before End of FY 24	Received Census Bureau cost estimate and scope of work change. Awaiting budget approval.	N	
T1-3	Coordinate Completion of IPP Trailhead Project Construction (KH/PK) (CD 22.05)	1st Quarter FY 24	Punch list items ongoing.	N	Old Town/Civic Center Subarea Plan
	Old Town Redevelopment Site #2 (AKA Citgo Property)				
T1-4	Negotiate a Property Exchange/Improvement Agrmt. with Voegtle Ownership (RM/TBD)	1st Quarter FY 24	Letter of Understanding Signed. Development of Formal Agreement Underway.	N	Strategic/Ec. Dev. Plan, OT/CC Sub. Plan, TIF #3 Plan
T1-5	Finalize Ongoing leaking Underground Storage Tank Clean-up Plan (KH)	Before End of FY 24	IEPA reviewing LUST clean up plan report. Anticipating approval in Fall.	N	
T1-6	Finalize Voluntary Site Remediation Program Clean-up Plan (KH) (CD 22.03)	Before End of FY 24	IEPA reviewing site remediation clean up plan report. Anticipating approval in Fall.	N	
T1-7	Coordination of garage demolition (ML/KH)	Before End of FY 24	Not started. Anticipated Spring 2024.	N	
T1-8	Implement Ongoing Leaking Storage Tank Clean-up Plan (KH)(CD 24.02)	Before End of FY 25	Not started. Anticipated Spring 2024.	N	
T1-9	Implement Voluntary Site Remediation Program Clean-up Plan (KH) (CD 24.03)	Before End of FY 25	Not started. Anticipated Spring 2024.	N	
	Mack Road Bridge Replacement and Trail Project (KH/PK)				
T1-10	Final Engineering Design (KH/PK) (CD 20.05)	2nd Quarter FY 24	Ongoing. Submitted Pre-Final plans to IDOT in August 2023.	N	Bike and Pedestrian Plan
T1-11	Complete Property/Easement Acquisition (KH/PK) (CD 22.04)	2nd Quarter FY 24	Formal IDOT property/easement acquisition process commenced in July 2023. Appraisals to be complete by mid-September.	N	
T1-12	Coordinate Construction (KH/PK) (CD 24.01)	Before End of FY 25	Not started.	N	
	Route 59 Sidewalk/Path Improvement Project				
T1-13	Complete Preliminary Engineering Design Process (KH/PK) (CD 23.02)	1st Quarter FY 24	Consultant finalizing Project Development Report for submittal to IDOT. Public information meeting to be scheduled in Fall 2023.	N	Bike and Pedestrian Plan
T1-14	Final Engineering Design (KH/PK) (CD 23.03)	Before End of FY 24	Not started.	N	
T1-15	Complete Property/Easement Acquisition (KH/PK) (CD 24.06)	Before End of FY 24	Not started.	N	
T1-16	Support/Assist in Strategic Planning Process	1st Quarter FY 25	Recommended consultant identified for City Council approval	N	

TIER TWO (IMPORTANT) INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T2-1	Negotiate a Relocation Agreement (to OTRS #1) with Voegtles (TBD)	Before End of FY 25	Not started.	N	Old Town/Civic Center Subarea Plan
T2-2	Finalize Form Based Zoning Overlay District for Old Town/Civic Center Subarea and adjacent areas (CA) (CD 23.04)	2nd Quarter FY 24	Work group and staff reviewing draft zoning regulations. Next public meeting expected in early 2024 .	N	Old Town/Civic Center Subarea Plan
T2-3	Coordinate Zoning Text Amendments (CA/JM)	Before End of FY 24	Parking, lighting, second story addition setbacks, automotive special uses, and notification requirement changes completed.	N	
T2-4	Develop/Adopt Phase I Rental Reg. and Inspec. Program (ML)	1st Quarter FY 25	In process of identifying models/priority elements for draft.	N	
T2-5	Implement Phase I Rental Reg. and Inspec. Program (RM/ML) (CD 24.04)	Before End of FY 25	Not started.	N	
T2-6	Develop/Adopt new IGA with Warrenville Fire Protection District (ML)	Before End of FY 24	Discussed need for update with WFPD in June. Initiated discussion of priority updates at September WFPD/CEDD quarterly meeting. Next discussion scheduled in December.	N	
T2-7	Coordinate Review and Potential Endorsement of the MMC Climate Action Plan (DR/PW/ADMIN)	Before End of FY 24	Delayed due to PW staff changes. CD focus on Greenest Region Compact & EV Readiness	N	
T2-8	Negotiate IGA w/ Park District regarding Ownership/Improvement of City Parks (CD/PW/ADMIN)	Before End of FY 24	Not started.	N	
T2-9	Assist PW with Bid Package for Solar Panels on Trailhead Restroom Pavilion (KH/PK)	Before End of FY 24	CD will take the lead. Waiting to obtain actual electricity usage from Trailhead building in summer months to design number of panels.	N	
T2-10	Coordinate Design and Construction of New City Entrance Sign Along Route 59 Frontage of Everton Subdivision (KH/PK) (CD 24.05)	Before End of FY 24	Not started.	N	
T2-11	Assist PW with Development of Complete Streets Implementation Plan (KH/PK)	Before End of FY 24	Not started.	N	
T2-13	Assist PW in Construction of Batavia Road path connection between Alden Horizon Senior Living and Blackwell Forest Preserve (KH/PW)	Before End of FY 24	Not started.	N	

TIER THREE (DESIRABLE) INITIATIVES

Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Revise Development (Subdivison, Zoning, SWM, Engineering) Fee Schedule (ML/KH/CA)	Before End of FY 24	PZ/ZBA approved entitlement fee revisions in October. Recommended changes ready for City Council review and approval.	N	
T3-2	Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/PW)	Before End of FY 24	Began researching other municipalities engineering guides and manuals.	N	
T3-3	Inventory and develop database and maintenance status of all detention ponds (DR)	Before End of FY 24	Not started.	N	
T3-4	Correct duplicate and inconsistent street names (DS/JM)	Before End of FY 24	Not started.	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.

#-# Highlighting = New for FY 2024

Bold font = Initiative or project for which a new FY 2024 Decision Package has been submitted.

RM = Director of Community and Economic Development, CA = Assistant Director of Community and Economic Development, PK = Director of Public Works, KH = Senior Civil Engineer, ML = Chief Code Official, DR = Civil Engineer, JM = Planner, DS = Administrative Assistant

PROJECTS NOT INCLUDED IN FY 2024 WORK PLAN

- 1 Prepare revised Comprehensive Plan for entire City
- 2 Final design for Leone Schmidt Park pavilion and lookout improvements
- 3 Coordinate with City Attorney and Prepare Revised Sign Ordinance
- 4 Develop and implement Business Outreach Program
- 5 Prepare conceptual site plan and financial analysis for preferred development program on Old Town Redevelopment Site #1
- 6 Coordinate with Police Dept. on adoption and implementation of Crime-free Housing Program
- 8 Develop final design plans for replacement of remaining City entrance signs
- 9 Coordinate marketing of City-owned property at northeast corner of Routes 59 and 56
- 10 Permit and Construct Route 56 Wayfinding Signs
- 11 Coordinate preparation and issuance of RFP for OTRS #2, on north end of property - **Phase I** Development
- 12 Coordinate with Public Works on design and construction of on-street parking adjacent to and north of OTRS #2 on Batavia (including funding) in FY25
- 13 Coordinate implementation of local housing rehabilitation assistance program for CDBG funds (per Housing Action Plan)
- 14 Coordinate pop-up shop program on new parking improvements on OTRS #2
- 15 Assist Public Works on Point Oak Drive dedication and improvement
- 16 Review Naperville san. sewer cap. IGA, develop internal policy to allocate available capacity and purchase additional capacity. Negotiate revised IGA with Naperville to "recapture" unused purchased cap.

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2024 WORK PLAN

- 1 Assumes no new vacancies in current Community Development Department positions and all existing vacant positions will be refilled
- 2 Does not account for emergencies or unexpected issues that may take priority throughout the year