

FY 2025 Public Works Department Work Plan
(last revised by PK on 1/30/2025)

F-11

INTRODUCTION

The Public Works Department consists of eighteen (18) 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 (HIGHEST PRIORITY) INITIATIVES					
Item	Project / Program / Activity	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
Annual Road Program					
T1-1	2024 Road Program Construction (JC)	10/31/2024	Complete	N	Strategic Plan Goal #4 City Infrastructure
T1-2	2025 Road Program Bid Documents (JC/KH/DR)	2/28/2025	Started	N	
T1-3	Flow Monitoring - Evaluate improvements in Basins 1-4 and Fermilab, flows from new developments, and I/I in Basin 6 (ZJ/PK)	4/30/2025	Evaluating flow monitoring results	N	Strategic Plan Goal #4 City Infrastructure
T1-4	Update Water System Model and Sewer System Capacity (PK/ZJ) (PUB 24.05)	4/30/2025	Consultant calibrating model	N	Strategic Plan Goal #4 City Infrastructure
T1-5	Develop internal policy to allocate available sanitary capacity and continued coordination with Naperville for Cantera (AE/KH/PK) Proposed Well No. 13, Water Tower, and Iron Filtration (Southwest District)	4/30/2025		N	Strategic Plan Goal #4 City Infrastructure
T1-6	Construction of Water Tower on Thorntons site (ZJ/PK)	8/31/2025	Steel install and welding underway	N	Strategic Plan Goal #4 City Infrastructure
T1-7	Complete Bid Documents for Well No. 13 Water Treatment Building (PK/ZJ)	12/31/2024	Design is ongoing and on schedule	N	
T1-8	Construction of Well No. 13 Water Treatment Building (PK/ZJ)	1/31/2026		N	
Mack Road Bridge Replacement and Trail Improvement Project (KH/PK)					
T1-7	Complete Property/Easement Acquisition (CD 22.04)	7/31/2024	Ongoing	N	Strategic Plan Goal #4 City Infrastructure
T1-8	Coordinate Construction (CD 24.01)	4/30/2026		N	
Implementation of New Software Solutions					
T1-11	VUEWorks EAM Software Implementation	9/30/2024	Complete	N	
T1-12	BS&A ERP Software Implementation	11/30/2025	Discovery Sessions completed	N	
T1-13	Granicus Website and Citizen Engagement Implementation	10/31/2026	FOIA module is live	N	
Batavia Road Resurfacing Project (Warrenville Road - Route 56)					
T1-14	Sidewalk Replacement / Easement Agreements (JC/PK)	7/31/2024	Complete	N	Strategic Plan Goal #4 City Infrastructure
T1-15	Coordinate Construction (JC)	10/31/2024	Complete	N	
Cerny Park					
T1-16	Develop Bid Documents for Cerny Park Improvements Project (PK/JC/DE) (PUB 25.04)	10/31/2024	Bid Opening - February 6, 2025	Y	
T1-17	Negotiate IGA Regarding Cerny Park Transfer to Park District (PK/JC)	10/31/2024	IGAs on February 10, 2025 agenda	Y	
T1-18	Develop Tree Preservation Ordinance (PK)	4/30/2025	Staff reviewing draft ordinance	N	

TIER TWO (IMPORTANT) INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T2-1	Keyless Entry Upgrades for City Buildings (DE/JC/PK) (PUB 24.04)	12/31/2024	Access permissions being finalized	N	Strategic Plan Goal #4 City Infrastructure
T2-2	Coordinate Year 1 of Fleet Leasing with Enterprise (JC/PK)	4/30/2025	Received 1 of 9 ordered vehicles	N	
T2-3	Participate in Citywide facilities study including building security needs	4/30/2025		N	Strategic Plan Goal #4 City Infrastructure
T2-4	Multi-Year Water System Valve Assessment Program (ZJ) (PUB 25.03)	4/30/2025	Contract approved 8/19/24	N	Strategic Plan Goal #4 City Infrastructure
	Route 59 Sidewalk/Path Improvement Project (KH/PK)				
T2-5	ITEP Application	12/31/2024		N	Bikeway Implementation Plan
T2-6	Final Engineering Design (CD 23.03)	12/1/2026		N	
T2-7	Complete Property/Easement Acquisition (CD 24.06)	12/1/2026		N	
T2-8	Develop FY 2026 Budget Recommendation for Veterans Memorial Renovation (PK/JC)	9/30/2024	Workgroup developing rec.	N	Strategic Plan Goal #4 City Infrastructure
	Solar Projects				
T2-9	Trailhead Restroom Building (DR/JC/DE)	10/31/2024	Complete	Y	
T2-10	Proposed Well No. 13 Iron Filtration Building (PK/ZJ/DE)	12/31/2025		Y	
T2-11	Development of ADA Transition Plan (KHG/DR)	4/30/2025	Kickoff meeting held 1/21/2025.	N	
T2-12	Development of Complete Streets Implementation Plan (PK/KH/JC)	4/30/2025		N	Complete Streets Policy
T2-13	Discuss Ferry Creek Stream Revitalization with DuPage County Stormwater Management (PK/KH)	4/30/2025	City & County staff walked creek	Y	
T2-14	Administration of Private Property Drainage Assistance Program (KHG/JC/KH/DR)	4/30/2025		Y	

TIER THREE (DESIRABLE) INITIATIVES					
Item	Project Description	Expected Completion Date	Status	City Council Initiated (Y/N)	Other City Plans
T3-1	Sale of Rogers Avenue property (KHG/PK)	4/30/2025		N	
T3-2	Coordinate Review and Potential Endorsement of the MMC Climate Action Plan (KHG/DR)	4/30/2026		N	
T3-3	Assist Community Development with Develop Comprehensive Engineering and Public Infrastructure Specifications Manual (KH/DR/JC/ZJ/PK)	4/30/2026		N	
T3-4	Development of options for remaining City entry signs (PK/JC/KH)	4/30/2026		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 2025

Italic font = Initiative or project for which a new FY 2025 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, KHG=Asset Management Analyst, DR=Civil Engineer, ZJ= Utility Maintenance Superintendent, JM=Planner/GIS Tech.

PROJECTS NOT INCLUDED IN FY 2025 WORK PLAN

- 1 Paint Exterior of Public Works building
- 2 Final engineering design and easement acquisition for Manning Avenue pedestrian and parking improvements
- 3 Final engineering and reconstruction of Barkley Avenue, north of Route 56
- 4 Construction of Ray Street Improvements
- 5 Property Acquisition for Sanitary Sewer Holding Tank (*PUB 19.05*)
- 6 Evaluate and reorganize electronic file maintenance (Laserfiche)
- 7 Expand the City street light banner program into Cantera
- 8 Preliminary engineering for Batavia/Route 59 intersection drainage/turn lane improv.
- 9 Final design for Leone Schmidt Park pavilion and lookout improvements
- 10 Sale of Jackson Street unimproved right-of-way, just west of Winfield Road
- 11 Point Oak Drive Dedication
- 12 Final engineering for Point Oak Dr. reconstruction and utility extension project
- 13 Williams Road Bridge maintenance project
- 14 Rigi / Barclay easement acquisition or resurfacing
- 15 Construction of Batavia Road path connection between Alden Horizon Senior Living and Blackwell Forest Preserve (PK/JC/KH) (PW 24.01)

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2025 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.