

January 10, 2019

FY 2019 Community Development Department

Work Plan and Decision Package Update

(prepared by Community and Economic Development Director R. Mentzer)

INTRODUCTION

The Community Development Department consists of eight 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. 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.

- **Red font** = 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.
- **Blue font** = 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.
- ✓ **Green font** = 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.

Italic font = An initiative or project for which a new FY 2018 Decision Package has been submitted by the Community Development Department.

Black italic font = January 10, 2019 status update.

Underlined font = A new initiative or project added to the work program after the work program was originally presented to the City Council during the budget process.

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

LEGEND FOR STAFF RANKING/PRIORITIZATION OF WORK PLAN ELEMENTS

Ongoing Projects and Initiatives Expected to Continue Into FY 2019

- **Implementation of new ERP (DE/ND/RM/DS/ML and other Depts.) (FIN 19.01) Project is underway. Staff continuously participating in detailed workgroup meetings.**
- **Preparation of TIF assistance and redevelopment agreements (RM) Based on the direction received from the City Council at their November 19, 2018, meeting, staff and the City's redevelopment attorney are actively working with representatives of Lexington Home on the negotiation of a redevelopment/City assistance agreement for this project.**

- **Oversee construction of final phase of Rt. 56 Streetscape Enhancement Project (KH) (FY 18 Decision Package) Project construction is ongoing. New street light and decorative lighting systems installed and operational. New landscape enhancements are complete. Work on masonry bridge monuments and City identification signs is ongoing as weather permits.**
- **Construction of sewer main improvements from Landon Avenue to Route 59 corridor (KH) Construction of this project is 90% complete. Contractor scheduled to complete the remaining north-south sewer main extension to the Hanson Property this winter.**
- **Design and re-construction of existing sewer main improvements from Landon Avenue to Ferry Creek interceptor sewer (KH/PK) Project awarded to low bidder. Preconstruction meeting conducted. Construction scheduled to begin in March.**
- **2019 Road Program – Prepare Bid Documents (KH/JC) Roadwork completed. Final landscape restoration work to be performed in spring of 2019.**
- **Basin 1, Phase 1 of the Sanitary Sewer Inflow Reduction Program (KH/PK/JS) Work is complete. Report will be issued at end of January 2019. Report will include next step recommendations for reducing inflow and infiltration within this basin. This information will be shared with the City Council at an upcoming COW meeting.**
- **Citgo Property acquisition and environmental remediation activities including preparation of concept site redevelopment plan (RM) (FY 19 Decision Package) (COM 19.03) Waiting for property owner to address open Office of State Fire Marshall outstanding violation notice and remove existing underground storage tanks on property.**
- **Preliminary engineering design for Prairie Path Trailhead Project at Albright Park (ND/KH) (FY 18 Decision Package) Trailhead workgroup Preferred alternative recommendation presented at November 12, 2018, CDC meeting and endorsed by the City Council on November 19, 2018. Staff is in process of more clearly understanding Park District concerns with project and negotiating a preliminary engineering design contract for the project.**
- **Coordinate with Public Works on preliminary engineering design for Mack Road Bridge Replacement and Trail Improvement Project (KH) Recommended Phase I engineering design proposal presented at November 12, 2018, CDC meeting and approved by the City Council on November 19, 2018. IDOT is currently reviewing the City approved Phase I engineering design proposal for this project.**
- **Coordinate with Public Works on creation of Utility Infrastructure GIS Database (LW/KH) No activity.**
- **Complete CCRS #1 offsite investigation and clean-up (Schram Property) (RM) Required off-site investigation work completed. Soil borings confirm that there is remaining off-site, subsurface contamination that requires remediation. Currently waiting for detailed report and remediation recommendations from consultant that performed investigation.**
- **Grant Application(s) for Route 59 sidewalk improvements (KH/ND) No activity.**
- **Coordinate City's response to 2020 Census information requests (LW) Ongoing.**
- **Coordinate SW District mailing address change (RM/ML) No activity.**

- Negotiate new IGA with Warrenville Fire Protection District (RM) **CD/ED Director Mentzer met with WFPD Chief early in FY 19 and has begun to prepare City proposed version of revised IGA. No new progress on this item since last report.**
- Prepare and distribute RFP for private redevelopment of City-owned property at NE corner of Routes 59 and 56 (RM) **The Economic Development Representatives' recommended RFP document was endorsed by the City Council on November 19. The City received two responses to its RFP. The Economic Development Representatives input on these proposals and next step recommendations are scheduled to be presented for City Council consideration at the January 14, 2019, CDC Meeting.**
- ✓ **Coordinate with Public Works on dedication of Point Oak Drive (RM) No activity.**
- ✓ **Assist Administration in Phase III of Branding and Regional Positioning Project - targeted marketing efforts (ND) No activity.**

Proposed New FY 2019 Projects and Initiatives

- **Recruitment/onboarding of new Staff Engineer (RM/KH) (FY 19 Decision Package) (COM 19.02) Selected candidate is now working for the City of Warrenville.**
- **Update Interceptor Capacity Analysis (PK/KH) (PUB 19.06) Engineering design/analysis contract has been awarded to Engineering Enterprises Incorporated. Data collection from City of Naperville ongoing.**
- **Preliminary Design for new water tower/well improvements in Southwest District (KH/PK) (PUB 19.03) Preliminary Engineering design contract has been awarded. Property acquisition contract negotiations for new water tower/well site are ongoing. Engineering design work will not proceed until City has property under contract.**
- **Coordinate with Public Works on preparation of Complete Streets Policy (KH) Staff has secured and is reviewing proposals from three different consulting firms for this work. A staff recommended professional services agreement will be presented for City Council consideration at an upcoming COW meeting.**
- **Property Acquisition for Sanitary Sewer Holding Tank (KH/RM/PK) (PUB 19.05) No activity.**
- **Coordinate with Public Works on final engineering design of Diehl Road Turning lane Improvement Project (KH) (FY 18 Decision Package) Phase II final engineering design documents have been submitted for IDOT review. The DuPage County Board has approved a 50/50 cost sharing agreement with the City of Warrenville for the local share of project costs.**
- **Develop zoning overlay district regulations for key redevelopment sites in Old Town/Civic Center Subarea (ND) No activity.**
- **Preparation of conceptual site plan (KH) and financial analysis for preferred development program on Old Town Redevelopment Site #1 (RM) No activity.**
- **Updated building permit fee schedule (DE) No activity.**
- **Develop/implement electronic plan submittal and review process (DE) No activity.**
- **Develop zoning regulations for solar installations (ND/LW) Staff is actively working with the Sol Smart Program on the evaluation and preparation of appropriate local zoning and building regulations for solar installations.**

- ✓ Coordinate with Public Works on final engineering design for Point Oak Drive Reconstruction and Utility Extension Project (KH) **(FY 17 Decision Package) No activity.**
- ✓ Coordinate with Public Works on final engineering and reconstruction of Barkley Ave. north of Route 56 (KH) **No activity.**
- ✓ Preparation of conceptual plan for public park on west side of DuPage River, north of Warrenville Road (ND) **No activity.**

RM = Community and Economic Development Director, ND = Senior Planner, KH = Senior Civil Engineer, DE = Chief Code Official, ML = Admin. Assistant Marie Lupo, DS = Administrative Assistant Debra Swinden, LW = Planner/GIS Tech. Lauren Whetstone.

PROJECTS NOT INCLUDED IN FY 2019 WORK PLAN

- Rental Registration and Crime-Free Housing Program Research and Development
- Website update
- Preparation of revised Comprehensive Plan for entire City
- Business license and registration transition
- Preliminary design for Warrenville Grove Multi-Use Trail Connection Project
- Final design for Leone Schmidt Park pavilion and lookout improvements
- Coordinate with Public Works on Rigi and Barclay Avenue dedication and engineering design
- Preliminary engineering for Route 59 sidewalk improvements
- Preparation of revised Sign Ordinance
- Develop and implement Business Outreach Program
- Coordinate with Public Works on final engineering design and easement acquisition for Manning Avenue pedestrian and parking improvements

OTHER FACTORS TO CONSIDER WHEN EVALUATING FY 2019 WORK PLAN

- Assumes a relatively high level of complex new private development will be processed by the Community Development Department in FY 2019.
- Assumes proposed new Staff Engineer position is funded and filled.
- Assumes no new vacancies in current Community Development Department positions and does not account for impact of unanticipated staff turnover.
- Does not account for emergencies or unexpected issues that may take priority throughout the year.