

FY20 Citywide Work Plan Project List
November 19, 2018

LEGEND FOR PRIORITIZATION SCORE (HIGHEST = #1 TO LOWEST = #3)

1. **Highest Priority Initiatives.** Time sensitive and cannot be delayed without costly and/or significant negative long-term impacts.
Examples include:
 - a. Projects necessary to support efficient City core service delivery and operations
 - b. City projects required to support private economic development in accordance with the stated objectives in the City's Economic Development Plan
 - c. Items identified by the City as urgent

2. **Important Initiatives:** Delaying progress on these initiatives will result in undesirable impacts. Can be advanced with existing or proposed resources.
Examples Include:
 - a. Current and ongoing projects that already have funding, existing grants, or other contractual commitments.
 - b. Projects necessary to maintain operational effectiveness.

3. **Desirable and Valuable Initiatives.** Cannot be advanced with existing or budgeted resources (including personnel).
The City will not experience any measurable or lasting negative impacts if these items are not advanced.

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Item Number	Project Description	Lead Dept.	Participating Depts.	Other City Plans
TIER ONE INITIATIVES				
1	Update/Develop policies/processes related to ERP	ADM	All	N/A
2	City website redesign (moved up from FY19 tier 3)	ADM	All	N/A
3	Conduct a Citywide services and staffing study (moved up from FY19 tier 3)	ADM	All	N/A
4	Administer and assess Ride DuPage pilot program (moved up from FY19 tier 2)	ADM	FNC/PW	N/A
5	Negotiate police officers contracts	ADM	FNC/PD	N/A
6	Negotiate police sergeants contracts	ADM	FNC/PD	N/A
7	ERP Implementation	FNC	All	N/A
8	Evaluate and reorganize electronic file maintenance (Laserfiche)	ADM	All	N/A
9	Inventory valuation of all Water/Sewer fixed assets	FNC	PW	SP #4
10	Preparation of TIF assistance and redevelopment agreements	CD	ADM/FNC	SP #1
11	Construction of Diehl Road turning lane improvements (moved up from FY19 tier 2)	CD	PW	SP #1
12	Research, develop and adopt Rental Registration Program (moved up from FY19 tier 3)	CD	PD	SP #5
13	Implementation of DuPage Justice Information System (DuJIS)	PD	ADM	SP #5
14	Construction of water main improvements from Landon Avenue to Route 59 corridor	PW	CD	SP #1, #4
15	Construction of Southwest District Elevated Water Tank and Well	PW	CD	SP #4
16	Warrenville Road Reconstruction	PW	CD	SP #4
17	Ray Street Reconstruction	PW	CD	SP #4
18	Complete preliminary and begin final engineering design for Mack Road Bridge Replacement and Trail Improvement	PW	PW/CD	SP #3, #4
TIER TWO INITIATIVES				
19	Evaluate Additional Building Security Needs for City Hall and PW Garage	ADM	PD/PW	N/A
20	Update employee performance evaluation process and tools (moved up from FY19 tier 3)	ADM	All	N/A

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Item Number	Project Description	Lead Dept.	Participating Depts.	Strategic Plan Goal
21	Evaluate implementation of electronic agenda packets* (moved up from FY19 tier 3)	ADM	All	N/A
22	Conduct a Citywide facilities study (pending completion of Citywide services/staffing study) (moved up from FY19 tier 3)	ADM	All	N/A
23	Citgo Property acquisition and environmental remediation activities including preparation of concept site redevelopment plan	CD	ADM/FNC	SP #1, #3
24	Preliminary and final engineering design for Prairie Path Trail Head Project*	CD	PW	SP #1, #3 CAP – Promote Natural Landscaping on City Properties
25	<i>Develop/implement electronic plan submittal policy and review process</i>	CD	ADM	
26	Point Oak Drive Dedication	CD	PW	SP #4
27	Creation of Utility Infrastructure GIS Database	PW	CD	SP #4
28	Property acquisition and design for Sanitary Sewer Holding Tank	PW	CD/ADM/FNC C	SP #4
29	Final engineering and reconstruction of Barkley Avenue, north of Route 56 (Could be a 1 pending Two Brothers project)	PW	CD	SP #1, #4
30	Analyze and Develop Complete Streets Policy	PW	CD	SP #4
31	Final engineering design and easement acquisition for Manning Avenue parking and pedestrian improvements (moved up from FY19 tier 3)	PW	CD	SP #4 Bikeway Implementation Plans
TIER THREE INITIATIVES				
32	Establish action items and measurable outcomes for remaining 2015 Strategic Plan goals.	ADM	All	All
33	<i>Conduct a City-wide technology needs assessment</i>	ADM	All	N/A
34	<i>Develop final design plans for City entrance sign replacements</i>	CD	PW	N/A

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35	<i>Implement an application kiosk in Community Development lobby</i>	CD	ADM	N/A
36	Evaluation of potential solar energy opportunities in Warrenville by a consultant*	PW	CD	#3 CAP – Adopt Ords for Renewable Energy
37	Conversion of Well #9 to solar*	PW	CD	#3 CAP – Adopt Ords for Renewable Energy
38	Final engineering design for Point Oak Drive reconstruction and utility extension project	PW	CD	#4

ADM = Administration; **FNC** = Finance; **CD** = Community Development; **PD** = Police; **PW** = Public Works; **ALL** = All Departments
*City Council Initiated Projects

Items that are in italics and shaded in green are new initiatives that have been added to the FY2020 Citywide work plan.

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Note: The Citywide Work Plan list does not include all of the ongoing, day to day operations of the City, which includes but is not limited to:

- Maintaining City streets, sewers, infrastructure, and facilities
- Administering various licensing processes
- Visible proactive Police Patrol
- Special events coordination and support
- Recruiting and hiring for new and existing positions
- Maintaining and supporting technology
- Maintaining information on City website and social media
- Completing the annual budget and audit
- Enforcing building and property maintenance codes
- Processing private development applications
- Preparing meeting agendas, minutes and back up material
- Maintaining City electronic and paper records and files
- Processing all financial transactions and managing City finances
- Responding to public inquiries
- Coordinate Census responses
- Inflow and Infiltration Reduction Program
- Staff support for the City Council, Boards, Commissions, and Emergency Management Agency

Citywide Work Plan Completed Initiatives
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Tier 1 Items Completed

- 1) Design and reconstruction of existing sewer main improvements from Landon Avenue to Ferry Creek interceptor sewer
- 2) Basin 1, Phase 1 of the Sanitary Sewer Infiltration and Inflow Reduction Program
- 3) Preliminary Design for new water tower/well improvements in Southwest District
- 4) Update sanitary sewer capacity analysis with current flows, conditions, and full buildout projections

Tier 2 Items Completed

- 1) Quiet Zone update
- 2) Oversee construction of final phase of Route 56 Streetscape Enhancement Project
- 3) Expanding the Shredding Day Initiative to include electronics and prescription drug disposal

Tier 2 Items Removed from Citywide Workplan

- 1) Work on 2020 Census – *this item has been removed from the Citywide work plan but will continue to appear on the Community Development Department work plan.*
- 2) Administration of Private Property Drainage Assistance program – *this initiative has been adopted as an ongoing operation of the City and no longer needs to be listed on the work plan.*

Tier 3 Items Removed from Citywide Workplan

- 1) Project management and oversight of new Emergency Operation Center construction – *this item has been removed pending completion of a Citywide facility needs study.*
- 2) Expanding City communication and outreach (expansion of social media, dedicated staff) – *this item has been removed pending completion of a Citywide services and staffing study.*
- 3) Preparation of new Comprehensive Plan for entire City – *this item has been removed from the Citywide work plan but will continue to appear on the Community Development Department work plan.*
- 4) Preliminary design of Warrenville Grove Forest Preserve multi-use trail – *this item has been removed from the Citywide work plan but will continue to appear on the Community Development Department work plan.*
- 5) Preparation of concept plan for proposed riverfront park on west side of DuPage River, north of Warrenville Road – *this item has been removed from the Citywide work plan but will continue to appear on the Community Development Department work plan.*

Citywide Work Plan Completed Initiatives
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- 6) Develop final design/construction drawings for Leone Schmidt Park pavilion and lookout improvements – *this item has been removed from the Citywide work plan but will continue to appear on the Community Development Department work plan.*
- 7) Evaluate police officer body camera program – *this item has been removed from the Citywide work plan but will continue to appear on the Police Department work plan.*