

2013-2015 High Priority Action Items

The Village Council will meet on Tuesday, July 23 at 6:30 pm at Fire Station #2 to continue to discuss the Village's Long Range Plan by focusing on the High Priority Action Items for 2013 to 2015. The purpose of this meeting is to allow for discussion and create further understanding of the potential high priority action items, which are briefly summarized in this report. This discussion is intended to assist in the process of creating a final list of action items that are categorized into high, medium and low priority for 2013-2015.

Criteria for a High Priority Action Items: Village staff has used High Priority Action Items to create a plan for annual Council-directed work. The items that have been considered High Priority generally meet the criteria listed below.

The Village will be working on many initiatives and actions in the next two years that will not be discussed as part of the Long Range Planning process, yet that still support the Village Council established goals. In addition, there is expected to be substantial work that occurs each year based on unexpected (typically severe weather-related) events.

Criteria:

- **Support of Strategic Plan Goals and Key Issues** - the action should achieve a measurable result that supports one or more of the Strategic Plan Goals and/or Key Issues identified in the Long Range Plan Preliminary Report. The strategic plan goals are:
 - Continual Innovation
 - Steward of Financial and Environmental Sustainability
 - Top Quality Infrastructure
 - Exceptional Municipal Services
 - Strong, Diverse Local Economy
- **Village Council Policy Direction Required** - the action requires the Village Council to provide policy level direction to be completed.
- **6 Months or More to Complete** - the action requires significant staff and/or Village Council time; six months or more from the time staff begins work on the action to the time the action is completed.
- **Multi-Departmental Effort** - the action requires effort from more than one Village department.
- **Significant Community Engagement** - the action includes significant interaction and dialogue with community members

In-Progress / On-Going High Priority Action Items

Facilities Sustainability Plan and Implementation (Sustainability, Infrastructure, Municipal Services)

The purpose of this project is to determine how to make necessary improvements to and to maintain Village facilities in a sustainable manner. The plan will be based on a 2012 condition assessment of all major Village facilities and provide recommendations and cost estimate for long-term facility maintenance. This action item is discussed in the Key Issues section of the Long

Range Plan Preliminary Report. The creation of a Facilities Sustainability plan will take approximately 12 months to complete and will likely consist of four to six months of initial staff preparation, three to six months of public review and discussion at Finance and Administrative Committee meetings and a few months of staff revisions and Village Council approval. Implementation of the plan will take several years.

Continue to Improve Resident Engagement and Communication (Innovation, Municipal Services)

This project consists of continuing to improve communication to residents and other stakeholders, looking for opportunities to allow residents to engage the Village at any time from any location using technology. This action item is on-going and will likely include several tasks performed at the staff level, many of which will require Village Council input or policy direction.

Explore and Implement Partnerships with District 58, the Downers Grove Park District and other local governments (Innovation, Sustainability)

This project consists of identifying opportunities to partner with local governments in ways that add value to residents, enhance service levels and reduce the total cost of providing governmental services. This action item is on-going and will likely include several tasks performed at the staff level, many of which will require Village Council input or policy direction.

Negotiate Collective Bargaining Agreements (required) (Sustainability, Municipal Services)

The Village has five collective bargaining units. This project consists of negotiating collective bargaining agreements with the five units. Agreements with the Police Sergeants, Firefighters and Local 150 (Public Works) will be negotiated during the 2013-2015 planning period. Each contract requires up to three months of staff preparation, three to six months of negotiations with the collective bargaining units and consideration by the Village Council to review and approve the contracts. Due to the number of contracts and the work involved, staff is continually working on collective bargaining agreements.

Enforce the Sign Ordinance Amortization Compliance Deadline (required, unless ordinance is amended). (Municipal Services, Local Economy)

This project consists of making sure that all signs are in compliance with the sign ordinance regulations. The compliance date is May, 2014. Enforcement will likely include notification to affected property owners and tenants beginning in January 2014, extensive interaction among staff and property owners to facilitate compliance on the remaining non-compliant signs, consideration of variation petitions submitted by sign owners and participation in court proceedings for owners that have been issued citations for failure to comply. This project will take 12 months or more to complete.

Continue to Implement Recommendations of the Downtown Parking Plan (Local Economy, Municipal Services)

This project consists of continued implementation of the recommendations found in the 2011 Downtown Parking Plan. Many of the short term objectives have been implemented. Continued

efforts would focus on medium and long term objectives such as relocating commuter parking to Village Hall parking lots, consideration of an anti-shuffling ordinance, creating a signage and wayfinding system and constructing additional parking. This project is likely to take about seven months to complete; staff preparation of approximately four months, followed by Council review and implementation over three months.

Potential New Action Items (identified by Village Council members during individual meetings with staff in preparation for this portion of the Long Range Planning efforts)

Update the New Sidewalk Construction Plan (Infrastructure)

The Village is approaching the completion of the sidewalk construction plan known as the Sidewalk Matrix. This project consists of reviewing the plan for the construction of the remaining sidewalk segments on the Matrix and discussing potential changes to the sidewalk construction plan. Staff estimates that updating the plan will take about seven months including a few months of staff preparation, review and consideration by the Transportation and Parking Commission and review and consideration by the Village Council.

Complete the Construction of Sidewalks on Ogden Avenue (Infrastructure, Local Economy)

This project consists of developing and implementing a plan to complete the sidewalk system on both sides of Ogden Avenue. The plan would address issues such as acquiring rights to private property upon which sidewalks would be constructed, the impact of land acquisition and sidewalk construction on the availability of off-street and on-street parking and the cost of construction compared to the benefits provided. This project will likely take 24 months or more to complete including six months of policy level discussion involving staff, the Village Council, IDOT, the Economic Development Corporation and property owners and tenants along Ogden Avenue. If directed to proceed, land acquisition and construction could take two years or more.

Update Right of Way Standards (Municipal Services, Infrastructure)

This project consists of updating the requirements for construction work in Village rights of way. Amendments to the standards could address items such as specifications for street signage, specifications for utility appurtenances, and general construction regulations. This project would take approximately eight months, including staff preparation for three to four months, followed by consideration at the Public Service Committee at two meetings and Village Council review following Public Service Committee direction.

Develop a Standard for Right-of-Way Improvements (Municipal Services, Infrastructure)

This project consists of creating standards (design specifications) for all future Village street improvements. Two standards are contemplated. The first would be a standard for streets with existing curb and gutter. The standard would include sidewalks on both sides of the streets, parkway trees and a bike lane. The second standard would apply to streets without curb and gutter and would include ribbon curb, ditch & culverts, parkway trees and sidewalks on both sides of the street. The standards would be applied when the Village completes a road maintenance or reconstruction

project. This project would take approximately eight months to complete, including staff research and exploration of impacts to future budgets, followed by discussion at the Public Services committee and consideration by the Village Council.

Create a Public Art Initiative (Municipal Services, Innovation)

This project consists of improving the appearance of the Village by creating a public art initiative. The initiative would result in public art (statues, paintings, sculptures, etc) located throughout the community on both public and private properties. This project would likely require partnering with the Park District, not-for-profits, and the private sector. Staff would prepare options for consideration over several months, which would then be followed by public engagement and Council review. Staff estimates that this initiative would take approximately eight months and implementation would be on-going after that point.

Consider Amendments to Stormwater Management Regulations (Infrastructure, Sustainability)

This project consists of amending the Village's stormwater management regulations to become more restrictive than the current regulations, which are consistent with the DuPage County regulations. The amendments could include additional best management practices that would reduce runoff from residential properties, such as requiring stormwater detention for new house construction and additions to existing houses. Currently detention is not required for these types of construction projects. Council policy direction could include the extent of new regulations and timelines for implementing new regulations. This project would require extensive public engagement, including consideration by the Stormwater Floodplain Oversight Committee. Staff estimates this project would take place over 10 to 12 months, including two Stormwater Floodplain Committee meetings prior to Council consideration.

Create an Emergency Response Volunteer Corps (Innovation, Municipal Services)

This project consists of developing a group of volunteers that would be trained to assist the Village in responding to emergency situations, such as flooding events and severe storms. Volunteers would be trained on items such as cleaning storm sewer inlets, placing street barricades, filling sandbags, and directing traffic. Staff would prepare a proposed program for Council approval over a six-month period. Implementation would take about three months.

Review the Roles and Responsibilities of the Transportation and Parking Commission (Municipal Services)

This project consists of reviewing the current roles and responsibilities of TAP and considering changes to TAP's roles and responsibilities designed to improve the Village's interaction with residents on issues such as neighborhood traffic management, new sidewalk construction planning, parking and other related issues. This could be a change to the existing processes for TAP, through which residents petition the Village for changes to traffic and parking systems. Staff estimates this project would require six months, including TAP Commission and Council review.

Construct Gateway Signs (Infrastructure)

The purpose of this project is to design and construct gateway signs on major thoroughfares in the Village. The existing gateway signs are outdated and there has previously been no plan to update the signs. Staff would prepare a design proposal for review by the Council (estimated to take three months). Implementation would then take approximately three months.

Consider Amendments to the Fowl Regulations (Municipal Services)

The purpose of this project is to consider changes to existing Village regulations on backyard chickens that could expand the type and number of residential lots eligible to keep chickens. Current regulations, adopted in 1987, allow chickens on large lots on which coops and other structures can be set back 50 feet from the property line. The Village Council last considered changes in January 2013. Staff estimates this project would require five months total, including staff research and preparation, followed by public engagement, and consideration at meetings of the Finance and Administrative Committee and the Village Council.

Consider Creation of Leaf Pick-Up Program (Municipal Services)

This project consists of considering a curbside leaf pickup program that would provide for residential tree leaf removal beyond the sticker and cart program that is currently offered by the Village as part of the refuse collection contract with Republic Services. This project could be incorporated into future discussions on the Village's refuse collection contract, which would begin in 2015 (after the period considered in this Long Range Plan). If desired by the Council, it could be considered earlier. Staff estimates this would be a 12-month project, including research and preparation by staff, review at multiple Environmental Concerns Commissions and other commissions, and consideration by the Village Council.

Construct a Green Energy Project (Sustainability, Innovation)

This project will identify and plan for the construction of a showcase solution to expand the Village's use of renewable energy. Currently, the Village uses small-scale solar energy at its Public Works and Fleet Buildings. Staff would explore multiple options, including wind and solar energy, in addition to multiple funding sources, specifically grants and potential lease options. Staff would research the value of all options in reducing operational costs. This project would likely take 12 months or more to complete including six months of staff preparation and Council policy direction and six months or more to implement.

Consider Amendments to the OASIS Program (Local Economy)

This project consists of making further adjustments to the Ogden Avenue Site Improvement Strategy (OASIS). The current program provides funds from the Ogden TIF for qualifying improvements including sidewalks, building facades, site improvements, landscaping and signage. Amendments could include changing the funding formula, changing the qualifying project elements or discontinuing the program. Staff estimates this would require three months total staff preparation, review by the OASIS Team, including representatives from the EDC, and consideration by the Village Council.

Explore Options for Methadone Clinic Relocation (Local Economy, Municipal Services)

The purpose of this project will be to explore options to facilitate the relocation of the methadone clinic located on Main Street. There are multiple considerations for this project, including community engagement and feasibility. Staff estimates this would have twelve-month duration.

Develop an Employee Compensation Strategy (Municipal Services)

This project consists of creating a strategy and policies that guide the compensation of all Village employees including the Village Manager, Village Attorney, unionized and non-unionized employees. The current compensation plan has been in place since 2001. Staff would formulate a proposed policy based on existing best practices, comparable agencies and Council member input. This project would likely take six to eight months to complete including four months of staff preparation, followed by two or more Finance and Administrative Committee meetings and Village Council review.

Consider Licensing Mobile Ice Cream Vendors (Municipal Services)

This project consists of considering the creation of licensing and inspection program of mobile ice cream vendors operating within the Village. The licensing and inspection program could address issues such as background checks for operators, the condition of the vending vehicles, rules and regulations for vending operations and inspections of the products available for purchase. This project would have a duration of four months including two months for staff preparation, followed by Village Council review.

Lead Improvements at DMMC (Innovation)

This project consists of using staff time and other resources to lead changes to the operations, policies and practices of the DuPage Mayors and Managers Conference. The Village Council authorized the Village's membership in the DuPage Mayors and Managers Conference with continuing membership conditional on several identified areas for improvement in communication and operations. This project is on-going and would likely require a significant investment of staff time at the Manager, Attorney and Department Head level as well as Village Council participation.