

	Description of FY2022-2023 Work Program Items	Staffing			Priority Level
		Primary/General	Backup	Support	
1	All Natural Hazards Plan Committee	Sharon	Brian, Other	Mike, Mia, All Staff	Low
2	Budget development, adjustments, carry-overs	Kurt, Arnold	Mike, Dijana	All Staff	High
3	Buyout property grant application	Sharon	Brian	All Staff	Low
4	Buyout property inspection and reporting	Sharon	Brian	Brian, All Staff	Medium
5	Capital improvement program management	Ernesto, New Staff, Other	Arnold, Dijana, Michelle	Kurt	High
6	Career development and staff training opportunities	All Staff	All Staff	All Staff	Medium
7	Certified Wetland Specialist (CWS) program	Glenn	Juli, Mike	Darcy	High
8	Citizen Inquiry Response System (CIRS)	Kelcey	Brian	All Staff	High
9	Community Assistance Visits (CAVs) with IDNR/FEMA/NFIP representatives	Tim, Mea		Brian	Low
10	Computer hardware, software, procurement	Jeff	Michelle	All Staff	Medium
11	Consultant/Contractor permit review coordination	Brian, Kelcey, Juli, Glenn, Phil		Other	Medium
12	Contact database management	Darcy	Dijana	All Staff	Medium
13	Des Plaines River Watershed Workgroup (DRWW)	Ashley, Mia, Mike		Arnold, Dijana, Darcy, Jacob	Low
14	Designated Erosion Control Inspector (DECI) program	Mea	Kelcey	Brian, Darcy, Dijana, Glenn, Juli, Phil, Tim	High
15	Directional drilling guidance document and training	Juli, Phil	Brian, Glenn	Mea, Tim	Low
16	Energov system configuration and training	Kelcey	Brian		Medium
17	Environmental Justice web applications	Ernesto, Mia, Jeff		Michelle	High
18	FEMA/IEMA Liaison Team	Sharon, Other	Kelcey	Kurt, Other	Medium
19	Field oversight of SMC construction projects	Arnold, Jacob, Mea, Tim, Ernesto, Sharon, Brian, Other, New Staff		Glenn, Michelle, Sharon, Juli	High
20	Finance liaison to County	Arnold	Dijana	Kurt	Medium
21	Financial audits	Arnold	Dijana	Mike, Sharon	Medium
22	Financial management and processing, purchasing, payroll, personnel benefit administration	Arnold	Dijana	Darcy, Kurt	High
23	Flood event response (alert-dependent)	Brian	Kelcey	All Staff	Medium
24	Floodplain property buyout program administration	Sharon	Other	All Staff	Medium
25	Floodplain studies coordination	Kelcey	Brian	Phil	Low
26	Front office management and reception	Darcy	Dijana	All Staff	Medium
27	Geographic Information System (GIS) database maintenance, updates, and map production	Jeff	Michelle, Jacob, Ernesto	Mike, Juli, Glenn, Mia	Medium
28	GPS survey field training	Jeff	Michelle		Medium
29	Grant search, funding notification, and procurement	Mike	Jacob, Ashley	Ernesto, Jeff, Michelle, Darcy	Low
30	Human resources liaison to County	Arnold	Kurt	Darcy	Medium
31	IEPA 319: monitoring & maintenance inspections	Ashley, Jacob	Mike	Michelle, Interns	Medium
32	Inter-agency regulatory coordination	Brian, Kelcey, Juli, Glenn, Phil	Mea, Tim	Kurt	Medium
33	Internship program (recruitment, hiring, task assignment, training/supervision, payroll)	Jeff	Michelle, Jacob, Ashley, Juli, Glenn	Arnold, Other	Medium
34	Large conference room coordination	Darcy	Dijana	Ashley, Jeff, Ernesto, Michelle, Dijana	High
35	Legislation and policy tracking	Kurt	Glenn		Medium
36	Legistar agenda management	Dijana	Arnold, Kelcey		High
37	Maintenance assistance program	Ernesto	Jacob	All Staff	Medium
38	Monthly staff coordination meetings	All Staff			High
39	Municipal Advisory Committee (MAC)	Mia	Ernesto	All Staff	Medium
40	Non-regulatory technical assistance	All Staff			Medium
41	North Branch Watershed Workgroup (NBWW)	Ashley, Mia	Mike	Michelle	Low
42	NPDES County of Lake MS4 permit compliance	Mia, Other	Ernesto	Jacob	High
43	NPDES MS4 compliance geospatial online map	Mia	Ernesto	Michelle, Jeff	Medium
44	NPDES Qualifying Local Program (QLP)	Mia	Ernesto	Jeff, Ashley, Jacob, Ernesto	Medium
45	Online examination oversight (CWS, EO, DECI)	Darcy	Glenn, Kelcey, Mea	Juli, Phil	Medium
46	Policy development/modifications	Kurt	Mike	All Staff	Medium
47	Public: Annual report	Public Affairs	Communications	All Staff	High
48	Public: Annual stormwater awards	Public Affairs	Communications	All Staff	Medium
49	Public: Community Certification Contact List	Public Affairs	Kelcey, Dijana	Darcy	Medium
50	Public: Freedom of Information Act (FOIA)	Public Affairs	Darcy, Other	All Staff	High
51	Public: General public education and information	Public Affairs	Communications	All Staff	High
52	Public: Graphic art design and presentation materials	Public Affairs	Communications	All Staff	High

	Description of FY2022-2023 Work Program Items	Staffing			Priority Level
		Primary/General	Backup	Support	
53	Public: Mainstream newsletter (monthly distribution)	Public Affairs	Communications	All Staff	High
54	Public: Notice and comment/input	Public Affairs	Communications	All Staff	High
55	Public: Open Meetings Act (OMA) compliance	Public Affairs	Dijana, Other	All Staff	High
56	Public: Performance measures	Public Affairs	Arnold	All Staff	Medium
57	Public: Press releases, conferences, media events	Public Affairs	Communications	All Staff	High
58	Public: Program and project fact sheets, brochures	Public Affairs	Communications	All Staff	High
59	Public: Public comment coordination, moderation	Public Affairs	Communications	All Staff	High
60	Public: Rain barrel program	Public Affairs	Communications	All Staff	Medium
61	Public: Social media and website content writing	Public Affairs	Communications	All Staff	High
62	Public: Stream clean-up sponsorships and outreach	Public Affairs	Communications	All Staff	Medium
63	Public: Technical training	Public Affairs	Communications	All Staff	High
64	Purchasing portal coordination	Ernesto	Other	Other	Low
65	Rain gauge program	Jeff	Michelle		Medium
66	Regional/State/NGO planning and program development activities (e.g., CMAP)	Kurt	Mike	Sharon, Jacob	Medium
67	Regulatory field inspections, Watershed Development Ordinance (WDO) violations, enforcement, and administrative adjudication	Mea, Tim	Juli, Glenn, Phil	Kelcey, Brian	High
68	Regulatory guidance memoranda, documents, checklists for countywide WDO administration	Brian, Kelcey	Juli, Glenn, Phil		Medium
69	Regulatory permit, base flood elevation determinations, erosion/sediment control reviews	Brian, Kelcey, Juli, Glenn, Phil	Mea, Tim	Other	High
70	Regulatory/project file organization & management	Kelcey	Jeff, Dijana	Project Managers, Darcy	Medium
71	Remote IT support/assistance for staff	Jeff	Michelle		Medium
72	SMC Board meetings	Kurt	Kelcey, Dijana	All Staff	High
73	SMC Board representative changes/elections	Kurt	Dijana	Darcy	Medium
74	SMC project maintenance and monitoring plan	New Staff	Project Managers	Jacob, Michelle, Ashley	Medium
75	Staff recruitment, hiring, on-boarding, performance appraisal, resource planning, and employee appreciation	Kurt	Mike, Brian, Arnold, Kelcey, Jeff		Medium
76	Stormwater Infrastructure Repair Fund (SIRF) admin	Ernesto	Brian, Sharon	Kurt	Medium
77	Stream and detention basin inventories	Jeff, Michelle, Jacob	Mike, Ashley, Ernesto	Interns	Medium
78	sUAS drone program	Michelle	Mea, Other	Brian, Jacob	High
79	Surveyed floodplain structure database	Jeff	Glenn	Brian	Low
80	Tax exempt property filings	Sharon	Arnold	Brian	Medium
81	Technical Advisory Committee (TAC)	Kelcey	Brian	Darcy, Juli, Glenn, Mea, Tim	Medium
82	Technical and regulatory assistance to Enforcement Officers and other local officials	Brian, Kelcey	Mea, Tim, Juli, Glenn, Phil	Darcy	High
83	Technology support / liaison to County	Jeff	Michelle		Medium
84	USACE SE/SC ICA coordination	Tim	Mea	Juli, Glenn	Medium
85	USGS streamgauge joint funding administration	Arnold	Dijana		Low
86	Watershed coordination: Des Plaines River	Mike, Ashley, Jacob	Mia	Juli	Medium
87	Watershed coordination: Fox River	Michelle	Mike, Sharon	Brian	Low
88	Watershed coordination: Lake Michigan	Mike	Jacob	Kelcey	Medium
89	Watershed coordination: North Branch Chicago River	Ashley	Mike	Mia	Medium
90	Watershed Management Board (WMB) program administration	Juli	Ashley, Kelcey, Michelle, Jacob	Brian, Other, Sharon	Medium
91	Watershed plan web applications	Jacob	Jeff, Michelle		High
92	WDO conformance reviews in Certified Communities and facilitating violation remediation, tracking	Brian, Kelcey	Glenn, Phil, Juli	Mea, Tim	Medium
93	WDO interpretations, support, amendments, updates	Glenn, Phil	Mea, Tim		Medium
94	Wetland delineations (Shared Services)	Juli, Glenn	Tim	Brian, Jeff, Michelle	Low
95	Wetland preliminary jurisdictional determinations (PJD), Boundary Verifications (BV) and IWLC Exclusion	Juli, Glenn	Tim	Brian	High
96	Wetland Restoration Fund (WRF) program administration	Juli, Glenn	Jacob	Brian, Arnold, Jeff, Kurt, Dijana, Mike	High
97	Work program coordination and performance	Michelle	Mia	All Staff	Medium