

	May 2023-May 2024 Work Program Items	Staffing		Priority Level	2002 Comprehensive Stormwater		Notes and Comments
		Primary/General	Backup		Organizational Function	Category	
1	SMC Board representative changes/elections	Kurt	Dijana	High	Administration	Ongoing Service	
2	Monthly staff coordination meetings	All Staff		Medium	Administration	Ongoing Service	Encourage education and teambuilding exercises. Identify SMC meeting agenda items and due dates.
3	Professional development and staff training opportunities	All Staff		Medium	Administration	Ongoing Service	
4	Budget development, adjustments, carry-overs	Arnold	Kurt	Medium	Administration	Ongoing Service	budget instructions anticipated mid-May
5	Finance liaison to County/Central Financial Services	Arnold	Dijana	Medium	Administration	Ongoing Service	
6	Financial audits	Arnold	Dijana	Medium	Administration	Ongoing Service	FEMA, DCEO, Single Audits for Federal, GATA, County Audit
7	Human resources liaison to County/Payroll	Arnold	Jeff	Medium	Administration	Ongoing Service	
8	Contact database management	Darcy	Dijana	Medium	Administration	Ongoing Service	Access; explore benefits of using Monday.com
9	Front office management and reception	Darcy	Dijana	Medium	Administration	Ongoing Service	
10	Public Information: Freedom of Information Act (FOIA)	Darcy	Jeff	Medium	Administration	Ongoing Service	Compliance with 5 ILCS 140/ and required training. Staff support for locating requested records.
11	Legistar agenda management	Dijana	Arnold	Medium	Administration	Ongoing Service	
12	Computer hardware, software, procurement	Jeff	Michelle	Medium	Administration	Ongoing Service	
13	Remote IT support/assistance for staff	Jeff	Michelle	Medium	Administration	Ongoing Service	
14	Technology support / liaison to County	Jeff	Michelle	Medium	Administration	Ongoing Service	always looking to improve efficiencies
15	Citizen Inquiry Response System (CIRS)	Kelcey	Brian	Medium	Administration	Ongoing Service	CIRS folder and Energov database maintenance and management; INFLOW enhancements
16	Regulatory/project file organization & management	Kelcey	Dijana	Medium	Administration	Ongoing Service	ongoing scanning
17	ERP system workflow/Monday.com	Arnold	Dijana	Medium	Administration	Ongoing Service	CAO-lead for ERP upgrade
18	SMC Board meetings	Kurt	Kelcey	Medium	Administration	Ongoing Service	Monthly agenda assembly, posting, and distribution. Commissioner outreach and quorum attendance, hybrid meeting facilitation (Zoom), meeting minutes, closed session, and public comment procedures.
19	Legislation and policy tracking	Kurt	Ernesto	Medium	Administration	Ongoing Service	
20	Policy development/modifications	Kurt	Mike	Medium	Administration	Ongoing Service	
21	Public Information: Open Meetings Act (OMA) compliance	Kurt	Dijana	Medium	Administration	Ongoing Service	Ensure overall compliance of public meetings, minutes, closed-sessions, and required training.
22	Staff recruitment, hiring, on-boarding, performance appraisal, resource planning, and employee appreciation	Kurt	Arnold	Medium	Administration	Ongoing Service	staff resources needed for capital resource and maintenance
23	INFLOW Project Submittal/Status Webtool	Michelle	Jeff	Medium	Administration	Ongoing Service	
24	Work program coordination and performance	Michelle	Kurt	Medium	Administration	Ongoing Service	
25	Purchasing portal coordination	Ernesto	Susan	Low	Administration	Ongoing Service	Proficient Staff Users: Arnold, Ashley, Ernesto, Susan, Jacob, Sharon
26	Field oversight of SMC construction projects	New Staff	Project Managers	High	Capital Improvement	Ongoing Service	Encourage project sponsors provide field assistance/support. Define within specific project IGAs. Coordinate with Communications for photo/video.
27	Field Safety Training	Tim	Mea	High	Engineering	Ongoing Service	Annual Refresher Training
28	Flood event response (alert-dependent)	Brian, New Staff	Kelcey	Medium	Engineering	Ongoing Service	Annual spring training, damage assessment field exercise, flood response manual updates, roster updates, coordination with LCEMA as applicable
29	Field equipment readiness/training	Jeff	Michelle	Medium	Engineering	Ongoing Service	GPS, drone, utility locator,iPads, kayaks, etc
30	Buyout property inspection and reporting	Sharon	Brian	Low	Engineering	Ongoing Service	planning/engineering
31	Public Information: Annual report	Communications	Project Managers	High	Information and Mapping	Ongoing Service	

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32	Public Information: Mainstream newsletter (monthly distribution)	Communications	Project Managers	High	Information and Mapping	Ongoing Service	
33	Non-regulatory technical assistance	All Staff		Medium	Information and Mapping	Ongoing Service	Daily walk-in assignments shown on SW Calendar during public building hours; 2 hour limit - unless approved by supervisor; requests from elected officials to be approved by director
34	Budget performance measures	Arnold	Kurt	Medium	Information and Mapping	Ongoing Service	Annual budget metrics
35	Public Information: General public education, presentation, and information materials	Communications	Project Managers	Medium	Information and Mapping	Ongoing Service	Newsletters, fact sheets, brochures, videos, social media, website, and distribution management, Presentations to agencies, citizen groups, public officials and professional associations
36	Public Information: Press releases, conferences, media events	Communications	Project Managers	Medium	Information and Mapping	Ongoing Service	
37	Public: Social media and website content writing	Communications	Project Managers	Medium	Information and Mapping	Ongoing Service	
38	Environmental Justice web applications	Jeff	Michelle	Medium	Information and Mapping	Ongoing Service	Ongoing update as data is available, Ongoing update as data is available; used for MS4, WMB, STOCIP, DCEO, FEMA, etc
39	Geographic Information System (GIS) database maintenance, updates, and map production	Jeff	Michelle	Medium	Information and Mapping	Ongoing Service	Includes MapsOnline, ArcGIS online Web Apps, and countywide storm sewer mapping (NPDES/MS4)
40	CPF BMPs Maintenance	Ashley	Juli	Medium	Maintenance	Ongoing Service	Annual maintenance program
41	SMC project maintenance and monitoring plan	New Staff	Project Managers	Medium	Maintenance	Ongoing Service	
42	Watershed coordination: North Branch Chicago River	Ashley	Mike	Medium	Planning	Ongoing Service	this is a strong group that continues to pursue voluntary projects
43	Stream and detention basin inventories	Interns	Jacob	Medium	Planning	Ongoing Service	management of field interns
44	Watershed coordination: Des Plaines River	Jacob	Mike	Medium	Planning	Ongoing Service	
45	Regional/State/NGO planning and program development activities (e.g., CMAP)	Kurt	Mike	Medium	Planning	Ongoing Service	
46	Watershed coordination: Fox River	Michelle	Mike	Medium	Planning	Ongoing Service	Fox River Ecosystem Partnership
47	Watershed coordination: Lake Michigan	Mike	Jacob	Medium	Planning	Ongoing Service	FEMA Coastal V-Zone mapping, IDNR Coastal Management Program-SMC viewed as key local resource
48	Grant search, funding notification, and procurement	Mike	Sharon	Low	Planning	Ongoing Service	
49	WDO interpretations, support, updates	Brian	Kelcey	High	Regulatory	Ongoing Service	New FEMA maps require WDO update and community adoption
50	Technical and regulatory assistance to Enforcement Officers and other local officials	Brian	Kelcey	High	Regulatory	Ongoing Service	
51	Wetland preliminary jurisdictional determinations (PJD), Boundary Verifications (BV) and IWLC Exclusion	Juli, New Staff	Tim	High	Regulatory	Ongoing Service	review procedures/policies/forms and update as needed
52	Regulatory permit, base flood elevation determinations, erosion/sediment control reviews	Kelcey	Phil	High	Regulatory	Ongoing Service	Budget available for consultant reviews
53	Regulatory field inspections, Watershed Development Ordinance (WDO) violations, enforcement, and administrative adjudication	Mea, Tim	Kelcey, Brian	High	Regulatory	Ongoing Service	Includes USACE "bump-up" review and inspection shared services; New Staff: CWS
54	USACE SE/SC ICA coordination	Tim	Mea	High	Regulatory	Ongoing Service	Work closely with Corps nearly daily, New Staff: CWS
55	Floodplain studies coordination	Kelcey	Brian	Medium	Regulatory	Ongoing Service	
56	Consultant/Contractor permit review coordination	Brian	Kelcey	Medium	Regulatory	Ongoing Service	outside assistance as needed; consultant funding available
57	Inter-agency regulatory coordination	Brian	Kelcey	Medium	Regulatory	Ongoing Service	FEMA, USACE, USFWS, IDNR, IEPA, IHPA, IDOT, SWCD, and County regulatory departments

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58 Regulatory guidance memoranda, documents, checklists for countywide WDO administration	Brian	Kelcey	Medium	Regulatory	Ongoing Service	
59 WDO conformance reviews in Certified Communities and facilitating violation remediation, tracking	Brian	Kelcey	Medium	Regulatory	Ongoing Service	
60 Online examination oversight (CWS, EO, DECI)	Darcy	Kelcey	Medium	Regulatory	Ongoing Service	as needed
61 Energov Financial Administration	Dijana	Other	Medium	Regulatory	Ongoing Service	MyBridge processing performed by Health Dept. Explore CFS potential
62 Energov system configuration, operation and training	Kelcey	Brian	Medium	Regulatory	Ongoing Service	
63 Community Certification Contact List	Kelcey	Dijana	Medium	Regulatory	Ongoing Service	
64 Technical Advisory Committee (TAC)	Kelcey	Brian	Medium	Regulatory	Ongoing Service	
65 Community Assistance Visits (CAVs) with IDNR/FEMA/NFIP representatives	Brian	Tim	Low	Regulatory	Ongoing Service	Have not been asked to attend in quite some time, upfront coordination for IDNR schedule