



# Annual Work Plan

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Leaders in Peoria County Government commit ourselves to our Personal Strategic Plan. Application of my Personal Strategic Plan and the County Board's strategic plan is my Annual Work and Performance Plan. Each Key Initiative below is tied back to one or more Strategic Goals found in my Personal Strategic Plan.

## Strategic Goal:

Which goal in your Personal Strategic Plan does this Key Initiative link back to.

## Description:

This is a summary of the Key Initiative.

## Rationale:

This answers the "Why" question. Why is it a priority for me and for Peoria County Government.

## Operational Plan:

These are short-term focused and action-oriented objectives that support the Key Initiative.

## Programming & Service Delivery Application:

These are tactical actions derived from the Operational Plan. They are short-term and focused. These come in the form of Timelines and Milestones.

## Outcome Measures:

A key component of a SMART goal is its measurability. They help define achievement or failure of the Key Initiative.

## Key Initiative # 1: Hazard Mitigation Plan Update

Strategic Goal:	2
Description:	Coordinate update to Hazard Mitigation Plan with Tri-County Regional Planning Commission
Rationale:	An updated HMP is necessary every 5 years in order for the County to be eligible for grant funding after a disaster. Peoria County was not part of the regional HMP previously, but moved forward independently to assure that Community Rating System requirements could be met to maintain flood insurance premium discounts for its residents. Moving forward, this information will be included in the regional plan.
Operational Plan	<p>Review RFP's with TCRPC for selection of consultant (2022)</p> <p>A minimum of 2 public meetings to draft and review the plan update</p> <p>IEMA &amp; FEMA conditional approval, pending adoption</p> <p>LUC recommendation and County Board adoption</p> <p>FEMA final approval</p>
Timeline:	<p>Kick Off last quarter of 2022</p> <p>Public Meetings to conclude by mid-2023</p> <p>Adoption by County Board 4<sup>th</sup> Qtr 2023</p> <p>FEMA approval 4<sup>th</sup> Qtr 2023</p>
Milestones:	<ul style="list-style-type: none"> <li>• Public Meetings</li> <li>• FEMA conditional approval</li> <li>• County Board adoption</li> <li>• FEMA final approval</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Successful completion of all milestones</li> </ul>

## Key Initiative #2: Comprehensive Land Use Plan Update Evaluation

Strategic Goal:	2 & 3
Description:	Evaluate need for update of Comprehensive Plan, based upon the County Board's adopted 2023 Strategic Plan.
Rationale:	The current Comprehensive Plan was adopted in 2009, with a goal of guiding the County to the year 2030, per the plan document. The 2009 Comp Plan was initiated subsequent to strategic planning by the County Board in 2007. As the County Board plans to reinitiate strategic planning in 2023, it will be advantageous to analyze the existing Comprehensive Plan in relation to the goals of the 2023 Strategic Plan.
Operational Plan	1. Evaluate need for update of Comprehensive Plan
Timeline:	4 <sup>th</sup> Quarter 2023
Milestones:	<ul style="list-style-type: none"> <li>• Evaluation of need for update of Comprehensive Plan</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Completion of milestone</li> </ul>

## Key Initiative #3: Strong Communities Program Demolition Grant

Strategic Goal:	2
Description:	Preparation and application for next round of SCP Grant Funding, upon grant availability
Rationale:	After successful completion of Round 1 of SCP funding for the demolition of abandoned unsafe residential structures in 2022, the Department will submit for additional funding for Round 2 in 2023.
Operational Plan	<ol style="list-style-type: none"> <li>1. Explore funding opportunity</li> <li>2. Finalize abandoned unsafe residential structure list</li> <li>3. Submit Application</li> <li>4. Upon award, seek demolition orders through SAO</li> <li>5. Bid Demolitions Contractor</li> <li>6. Demolition Contractor Bid Award</li> <li>7. Demolitions</li> <li>8. Close Out</li> </ol>
Timeline:	<ul style="list-style-type: none"> <li>• Explore Funding, Finalize structure list, submit application – 1<sup>st</sup> Qtr</li> <li>• Grant award –1<sup>st</sup> Qtr</li> <li>• Demolition Orders through SAO – 3<sup>rd</sup> Qtr</li> <li>• Release &amp; Award Contractor Bid – 4<sup>th</sup> Qtr</li> <li>• Demolitions – 2024</li> </ul>
Milestones:	<ul style="list-style-type: none"> <li>• Application submittal</li> <li>• Grant Award</li> <li>• Demolition Orders through SAO</li> <li>• Award of Contractor Bid</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Successful completion of milestones, upon grant availability</li> </ul>

## Key Initiative #4: CRS Recertification

Strategic Goal:	2
Description:	The Community Rating System (CRS) is a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program. Through the County's efforts, the County's CRS rating has resulted in a 25% discount on flood insurance premiums for Peoria County residents. Each year a recertification is conducted to verify that the Community continues to implement CRS credited activities.
Rationale:	Annual Recertification in 2023
Operational Plan	<ol style="list-style-type: none"> <li>1. Prepare for CRS Recertification</li> <li>2. Submit required documentation &amp; meet with ISO/CRS specialist</li> <li>3. Receive Recertification Scoring &amp; Class Rating</li> </ol>
Timeline:	<p>1<sup>st</sup> Qtr – Prepare for CRS Recertification</p> <p>2<sup>nd</sup> Qtr – Submit documentation &amp; meet with ISO/CRS specialist</p> <p>3<sup>rd</sup> Qtr. – Receive Recertification Scoring &amp; Class Rating</p>
Milestones:	<ul style="list-style-type: none"> <li>• Submission of required documents for CRS Recertification</li> <li>• Meet with ISO/CRS specialist</li> <li>• Receive Recertification Scoring &amp; Class Rating</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Successful completion of milestones</li> <li>• Maintain Class 5 rating, resulting in 25% discount on flood insurance premiums for residents</li> </ul>

## Key Initiative #5: Development of Effective, Empowered Staff

Strategic Goal:	1 & 3
Description:	Develop a well-trained staff that is empowered to make effective decisions to serve our development community and the public
Rationale:	By creating a culture where staff have the knowledge, skill, desire and opportunity to succeed, as well as the accountability for their decisions, the employees and the department will be more successful in serving our development community and the public.
Operational Plan	<ol style="list-style-type: none"> <li>1. Provide floodplain training to planners in the department, with the goal of becoming Certified Floodplain Managers.</li> <li>2. Continuing Education for inspectors and planners to maintain certifications, stay current on emerging trends, and network with peers.</li> <li>3. Update of Procedure Manual, including new procedures due to new technology</li> </ol>
Timeline:	Ongoing training & continuing education 3 <sup>rd</sup> Qtr – Procedure Manual Update
Milestones:	<ul style="list-style-type: none"> <li>• Procedure Manual Update</li> <li>• Maintenance of current certifications</li> <li>• CFM certification for Planners</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Successful completion of milestones</li> </ul>

## Key Initiative #6: Continue Technology Upgrades

Strategic Goal:	#2
Description:	Continue to upgrade technology to more effectively serve our constituents
Rationale:	As the Department has implemented the new Energov permitting and code enforcement system this year, other opportunities have been identified that will create a more effective process for serving our community.
Operational Plan	<ol style="list-style-type: none"> <li>1. Digitization of disaster response records and inspection process</li> <li>2. Credit Card Payments at Hearing Officer location at time of hearing, to more expediently collect on fines/fees</li> </ol>
Timeline:	<p>1<sup>st</sup> Qtr – Equipment &amp; configuration</p> <p>2<sup>nd</sup> Qtr – Implement the processing of credit card payments at Hearing Officer location</p> <p>2<sup>nd</sup> Qtr – Internal training for disaster response inspection process using Energov</p>
Milestones:	<ul style="list-style-type: none"> <li>• Availability for payments by credit card at Hearing Officer location at time of hearing</li> <li>• Trained staff in the usage of Energov for disaster response</li> </ul>
Outcomes / Measures:	<ul style="list-style-type: none"> <li>• Successful completion of milestones</li> </ul>