

WELLS COUNTY AREA PLAN COMMISSION

2019

DIRECTOR'S PLAN OF OPERATIONS

- I. **Planning Department**
 - A. **Approved Budget:** \$140,483
 - B. **Major Purchases:** N/A
 - C. **Budget Notes:** Payroll went up \$1,000 for Director, \$3,394 for Admin Assistant (Pay Level Correction), \$200 for part time. All other items remained the same as last year.
 - D. **Continuing Education:** Will continue to maintain AICP and CFM accreditation through the attendance of approved education events and conferences throughout the year.
 - E. **Projects:** Continue to push forward items that are spelled out in our comprehensive plan. Work towards being a better partner agency with other local government units and departments.
 - F. **Permits:** Continue to work towards the goal of providing multiple site inspections for projects to verify permit and development compliance. This is being strained by the increase in time that I am needed in the office.
 - G. **Director's Opinions:** I will continue to provide opinions as we have been accustomed to doing for some time now.
 - H. **Board Packets:** We will continue to provide board packets through the medium preferred by the board member. The options are by mail, pick up, or via email.
 - I. **Board Meetings:** Continue with the same format unless any board members would wish to make alterations to the standard agenda items.
 - J. **Record Keeping:** We will be continuing to scan paper documents adding to our already robust digital records. We will need to start moving more files to our upstairs area as our file cabinets are beginning to fill up.
 - K. **Enforcement:** There are no proposed changes to our existing enforcement procedure. However, we will need to speed up in some cases how fast we move items to court actions to get better results.
 - L. **Advertisement:** There are no immediate changes being made to the advertisement process. We will look for ways to save money on this ever-increasing cost. We will also look into ways to use social media and our website in the advertisement process as well.
 - M. **Employment Level:** We are budgeted for any changes in employment, but we may need to start looking into a part time permit and violation inspector position to help speed up our site inspection process to help balance out increased office and GIS duties.

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- II. GIS Department**
 - A. Approved Budget:** \$26,642
 - B. Major Purchases:** N/A
 - C. Budget Notes:** Software Maintenance is the only place that we had an increase over 2018. That is due to adding additional software licenses.
 - D. Continuing Education:** I will be continuing to attend our regional NIGIC group meetings to keep on top of the current GIS trends and opportunities.
 - E. Projects:** Continue to work towards maximizing our benefits of our existing GIS software and data. Work towards being a better partner agency with other local government units and departments.