

WELLS COUNTY AREA PLAN COMMISSION

2021

DIRECTOR'S PLAN OF OPERATIONS

- I. **Planning Department**
 - A. **Approved Budget:** \$150,856
 - B. **Major Purchases:** N/A
 - C. **Budget Notes:** We will be continuing the Rural Town Clean Up efforts this year.
 - D. **Continuing Education:** We will continue to maintain AICP and CFM accreditation through the attendance of approved education events and conferences throughout the year.
 - E. **Projects:** Continue to work towards the adoption of the Wells County Vision 2030 plan. As well as focusing on housing, community clean up, and redevelopment efforts.
 - 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 we are needed in the office and COVID-19 staffing restrictions.
 - 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 be starting to look at ways to digitize our paper copies of full-sized drawings as well so that we can gain better more reliable access to them moving forward.
 - K. **Enforcement:** Review enforcement procedures to make sure that we are getting the best results we possibly can in regards to ordinance violations.
 - L. **Advertisement:** No immediate changes are being made to the advertisement process. We will look for ways to save money on this ever-increasing cost. We will also continue to look into ways to use social media and our website in the advertisement process as well.
 - M. **Employment Level:** We are not budgeted for any changes in employment, but we may need to start looking into what the office looks like with possible county-wide building inspection processes.
 - N. **Long Term Planning:** We will be continuing the efforts to make the Wells County Vision 2030 plan as successful as possible. Our goal is to push more marketing to help get more public involvement and look for additional creative ways to bring more people to the table. We most likely will be putting together an additional appropriation request to get funds at the beginning of 2021 to help continue these efforts. The new update goal is a summertime adoption of the plan.

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O. Rural Town Clean Up: We will be continuing the Rural Town Clean Up program will continue in 2021. We have a \$4,000 budget which should be enough for 2 events based on 2020 numbers from our Liberty Center event. If this year is successful we will look at an expansion in 2022. We will be focusing on increasing volunteer opportunities to make this program more successful in helping to clean up properties in need.

II. GIS Department

A. Approved Budget: \$27,910

B. Major Purchases: N/A

C. Budget Notes: No significant changes are being planned. We are a couple of years out from making the change to ArcPro software.

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 the benefits of our existing GIS software and data. Work towards being a better partner agency with other local government units and departments.