

Administration Report: April, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the April 18 meeting of the Economic Strategic Plan Working Group.
- Worked with Bryan Stumpf and Councilors Mundy to review (currently) 21 resumes submitted for consideration for the open Director of Planning and Economic Development position.
- Coordinated with American Structurepoint on a number of planning projects and inquiries in its contractual role as interim planning director (Bryan Stumpf).
- Along with Councilors Papa and Schuler, conducted interviews with the three law firms (Krieg DeVault, Lewis & Kappes, and Barnes & Thornburg), that submitted engagement proposals to provide legal services to the Town of Zionsville.
- Met with Councilors Haak, Suarez and Schuler and Paige Gregory of HJ Umbaugh to review potential areas to be transitioned from the Rural to Urban Service area.
- Along with Sr. Building Inspector Mike Lathrop, interviewed six candidates for the open Building Inspector position. Adam Hohman has been hired to fill that position. His start date is May 14, 2012.
- Met with Kent Claghorn of Claghorn Custom Flooring to discuss a potential addition on to his facility and a variance needed to be obtained to accomplish the addition.
- Met with Dick and Sally Keenan of Hoosier Village to discuss further development plans for the Hoosier Village campus and properties.
- Met with Chris Carnell to discuss a petition to vacate portions of street rights-of-way (Petition filed for Council consideration).

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Salary Administration Process
- Amendment to the Town of Zionsville Employee Handbook – revisions to “work week” language.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Special Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Meeting
- Economic Strategic Plan Working Group Meeting
- Architectural Review Committee Meeting

Sue Jones/HR

Processed:

7 Special Events
15 Community Room Requests (3 tours)
INTERNAL
4 PT New Hire Orientations
9 Change of Status
Continue to work toward resolution of EEOC complaint
Payroll tax information and forms to newly appointed Plan / BZA members.

- Worked with several professional, educational and community website sponsors to post the Director of Planning and Economic Development position. 5 interviews for the position have been set for the week of May 7 – 11.
- Worked with insurance broker and C/T to complete a Pre-Tax Deduction form for employee use. A table is being completed that will illustrate a pre-tax cost savings for each employee (dependent on each employees coverages). The choice to accept or decline a pre-tax deduction will be determined by each employee.
- Completed and returned *2012 Census of Governments Survey of Public Employment & Payroll* - Form E-4 for municipalities and Form E-3 for Special Districts and Local Agencies.
- Completed employee census changes with Neace Lukens / UHC

Attended:

- IMPACT meeting at Bluffton – INPRS update; additional 457 Plan offerings and benefit changes for public safety personnel; and harassment training
- United Healthcare (UHC) webinar on Rx changes