

Administration Report: April 2014

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Met with representatives of Pulte Homes and Councilor Haak to discuss Pulte's "the Crossing" project at CR 875 E and Whitestown Road.
- Attended second Certified Public Manager class in Fishers
- Worked with Park Board President Bullington and Park Superintendent Dickey on final interviews of candidates for the Naturalist position with the Department.
- Attended webinar held by Fifth Third Bank to review potential on line use of credit card payments for Town fees/services.
- Worked with Councilor Papa, Perry Township attorney Dave Truitt and BLN on various aspects of the proposed reorganization of Perry Township and the Town of Zionsville.
- Met with Dave Rausch to begin work on a space study for Town Hall.
- Attended quarterly HOA Roundtable meeting.
- Attended "Low Impact Charrette" with Town staff and members of the RDC regarding drainage for the Creekside Corporate Park at Zionsville's Lids project.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Redevelopment Commission Meeting
 - Town Council Special Meeting (2)

Sue Jones/HR

Processed: 12 Community Room; 7 Special Events

Internal: 2 Verification salary/employ; 3 Orientation; 1 Exit Interview; 17 Change of Status; 3 COBRA – new hire or end employ;
8 Insurance Tracking; 1 Worker's Comp

- US Dept of Commerce – completed the *2014 Annual Survey of Public Employment and Payroll*
- Interpretive Naturalist - Sent response letters to all applicants and interviewees and background paperwork to chosen candidate
- Met with Gary Henriott with the IACT Medical Trust – overview of the trust plan and advantage to the municipalities that the trust fund covers
- Sponsored Jay Snyder with Washington National (a voluntary coverage offered to our employees) over a 2 day period
- Met with Neace Lukens representatives and Councilor Mundy re: benefit renewal
- Attended seminar sponsored by Assured Partners - *ADA and Managing Employee Leave*
- Completed revisions (Employee Health and Safety) to the *Employee Policy Handbook* and provided a copy of revisions to all employees – maintain sign off and read receipt records.