

Administration Report: December, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Conducted year-end Performance Reviews for all management staff and assistant/HR
- Met with representatives of ZCS to discuss building expansion plans for Zionsville High School.
- Met with Town Staff and Buckingham Company to continue review of the Quail Run expansion project.
- Met with Council President and Carla Howie from the Current to discuss several topics (year end wrap up).
- Met with Matt Brown of A & F Engineering, Planning Director DeLong and Street and Stormwater Superintendent Lantz to discuss discussion material preparation regarding the Road Impact Fee Study update.
- Along with Fire Chief VanGorder and Police Chief Knox, applied for admission to the Indiana Certified Manager Program through Ball State University's Bowen Center for Public Affairs. All three candidates were accepted to the 2014 program.
- Entered into an agreement with American Legal Publishing Corporation to codify the Zionsville Town Code and the Zionsville Zoning and Subdivision Control Ordinance.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Plan Commission Meeting

Sue Jones/HR

- Processed: 5 Community Room, 3 Special Events
- Internal: 3 Orientation, 14 Change of Status, 4 Employment Verification, 4 Worker's Comp, 5 Short Term Disability, 4 FMLA, 4 completed/sent packets for new employees
- Advised all HDHP plan members that changes could be made to their HSA accounts during the month of December.
- Recalculated the Imputed Income Tax for all employees – sent table to payroll.
- Met with Lance Lantz, Ed Mitro, Joe Rust, and Wayne DeLong concerning changes that need to be made for the ADA/Section 504 Grievance Procedure. Discussed changes that can be made for compliance by the Town. Lance sent our current info and our Proposed changes to INDOT Title IV / ADA manager.