

Administration Report: December 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.
- Attended tenth Certified Public Manager class in Fishers.
- Dennis Mackey, Town Engineer Mark DeBruler and Town Manager Mitro held interviews for the Wastewater Superintendent position. Barry Cook has been promoted to the position of Wastewater Superintendent
- Attended ribbon-cutting for the new Ford Road bridge.
- Conducted year-end performance reviews for management staff and Assistant/HR
- Prepared the following for Council consideration:
 - Additional Appropriation Resolutions (2)
 - Re-Appropriation Resolution
 - 2015 Salary Ordinance
 - Arbor Day Proclamation
 - Proclamation recognizing Weston Clark
 - 2015 Schedule of Meetings for the Town of Zionsville
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Redevelopment Commission Meeting

Sue Jones/HR

Processed:

External: 11 Community Room; 3 Special Events

Internal: 7 Change of Status, 2 Orientation, 2 FMLA Review, 2 STD, 2 COBRA General Notice to new hire

- Attended IMPACT meeting at Fishers – topics of discussion: record retention and time frames for destruction of local public records; workplace conflict resolution; roundtable discussion- illegal interview questions, probationary periods, at-will employment and health care trends.
- Completing the Harassment Training for all Town employees – power point classes for individual use are now available for employees to complete the class.
- Attended webinars with ADP regarding set up for HR system. Continue to gather employee info for download and reporting.
- Put together info (calendars, contacts, etc.) for WWTP .