

Administration Report: February, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with representatives of Pulte Homes (pre-con) for Section 11 of the Cobblestone Lakes Subdivision.
- Met with Pat Tutsie of the Avon Reorganization Committee to discuss Zionsville's reorganization process.
- Worked with American Structurepoint to prepare for the February 9 meeting of the Economic Strategic Plan Working Group.
- Completed 2012 goal setting meetings with the Town Management staff as part of the Town's new Performance Appraisal process.
- Revised policy for street access cuts to reflect Safety Board comments.
- Met with representatives of Baptist Homes of Indiana, Town staff and Councilors Suarez and Hopper to discuss development processes as they relate to the Hoosier Village construction project
- Prepared beginning of the year 2012 Pro-forma Revenue/Expense Report.
- Prepared Oath of Office and Certification forms for all recent Board/Commission/Committee appointees.
- Worked with Bryan Stumpf and Janice Stevanovic regarding census boundary map issues.
- Worked with Bryan Stumpf on revisions/updates to specific Planning Department job descriptions.
- Coordinated with American Structurepoint on a number of planning projects and inquiries in its contractual role as interim planning director (Bryan Stumpf and Chris Hamm).

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Council Strategic Plan
- Additional Appropriation Resolution – Chamber funding.
- Amendment to Ordinance No. 2003-16 (Town Manager Position)

Attended the following meetings:

- Town Council Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Meeting
- Economic Strategic Plan Working Group Meeting
- Safety Board Meeting
- Architectural Review Committee Meeting
- Plan Commission Meeting
- Board of Police Commissioners Meeting

Sue Jones

Processed:

6 Special Events
13 Community Room Requests
INTERNAL
2 New Hire Orientations
7 Applications / Resumes
COBRA Info sent for new hire notification / term coverage
FMLA / Short Term Disability / Workers Comp for 3 EEs

- Completed annual posting for OSHA – 300A reports are complete for all departments.
- Phone conference with representative from the Dept of Workforce Development (DWD) to complete an unemployment investigation. According to the DWD representative, decisions should be made the first week of March and the Town should be notified at that time.
- Consulted with Amy Adolay of Krieg DeVault on an EEOC ADEA charge filed by job applicant. The Town has completed our investigation and will send report to Amy who will write a legal response.
- Met with Parrish Peachee and Hilary Swardson, the new Colonial Life representative. Hilary spent several mornings between fire stations – at their request – explaining the voluntary disability coverage that Colonial offers.
- Completed Contact List for internal use.
- Revised Schedule of Meetings.
- Contacted several other area towns/cities to request their job descriptions for Plan Director.
- Phone conference with INPRS regarding coverage and reporting changes.
- Phone conference with our insurance brokers to set dates & request info for renewal meeting.