

Administration Report: January, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the January 19 meeting of the Economic Strategic Plan Working Group.
- Worked with Councilors Haak and Papa, Clerk Treasurer Yeo and Paige Sansone of HJ Umbaugh to prepare response to the DLGF on our 2012 Budget 1782 Notice.
- Conducted 2012 goal setting meetings with the Town Management staff as part of the Town's new Performance Appraisal process.
- Met with Management staff to craft recommendations to the Zionsville Safety Board regarding a policy for street access cuts.
- Completed compilation of responses to a press release soliciting interest in serving on a Town Board/Commission/Committee. Twenty-one responses were obtained and forward to the Town Council.

Drafted the Following for Council consideration:

- Amendment to the Town of Zionsville Conflict of Interest Policy
- Resolution regarding the Ford Road Bridge #220 project
- Temporary Use Agreement between the Town of Zionsville and Zionsville Farmers' Market

Attended the following meetings:

- Town Council Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Town Council Special Meeting
- Redevelopment Commission Meeting
- Economic Strategic Plan Working Group Meeting
- Safety Board Special Meeting
- First Street Design public presentation

Sue Jones/HR

Processed: 9 Special Events
 16 Community Room Requests
 9 Change of Status – Processed paperwork for FMLA, COBRA,
 Short Term Disability, Workers' Comp, payroll changes, INPRS

Elections

Worked with Penny Bogan, Boone County Clerk to set satellite voting dates for Zionsville. Voting will take place at Town Hall on Friday evening April 20 and 27; and on Saturday, April 21 and 28. Fall dates have not been set at this time.

Insurance

Met with Neace Lukens and UHC representatives to review the Aggregate Analysis Report and the Health Assessment report for Town employees – although we are on target for year one of this wellness initiative, we would like an even greater participation rate and will continue to encourage employee participation.

Employee Census information is being updated; and additional claim information compiled prior to pending insurance renewal.

Updates

- Resource List was sent to Boone County Emergency Management Agency
- Town contact information to IPEP - through Downey Insurance
- Schedule of Benefits for the Town employees

Appropriate follow-up responses were sent to all applicants for the Deputy Clerk position. The position has been filled. Made contact changes for Authorized Users for INPRS and 77.

OSHA Reporting Forms were distributed to all managers. Form 300A postings for the Feb 1, 2012 date should be complete for all departments. Forms are available in my office or online.