

Administration Report: March, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Spoke at the March Zionsville Optimist Club Meeting
- Revised Worth Township Annexation Fiscal Plan
- Met with Fire Chief VanGorder and Don Miller of A Sign by Design to review signage updates for Zionsville Town Hall.
- Along with Street Superintendent Lantz, met with the recently formed Downtown Committee of the Zionsville Chamber of Commerce.
- Met with EDC President Charles Edwards, Councilor Ulmer, Planning and Economic Development Director DeLong and Chamber of Commerce Executive Director Cole to discuss the scope of a Strategic Plan for the Zionsville Downtown.
- Along with the rest of the Town Management Staff, participated in a two-day Leadership Training Seminar (StrategyWorx – Colin Maiorano).
- Met with John Datillo of Baptist Homes of Indiana (Hoosier Village) to discuss the extension of Bennett Parkway.
- Met with Planning Director DeLong and Jeff Butz of Landscapes Unlimited to continue to discuss the design of his business relocation.
- Attended several meeting to discuss the potential DOW transaction.

Drafted for Consideration:

- Additional Appropriation Resolution – Road Impact Fee Study
- Additional Appropriation Resolution – Heritage Trail Park

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Redevelopment Commission Regular Meeting

Sue Jones/HR

- Processed for Community: 5 Community Room Requests; 14 Special Events (copied to depts., ZMA and C of C)
- Processed – Internal: 13 Change of Status for current employees; 6 Verification of Employment / Compensation; 2 Orientation for New Hire; 7 Employment Application; 1 COBRA; 1 Worker's Comp; 1 Short Term Disability; 1 Death Benefit
- Met with IMPACT (IACT Affiliate) Board to set the annual HR programming for the workshops and annual conference, review bylaws, and contact speakers and presentations.
- Changed out the I-9 reporting forms for the Town of Zionsville, completed appropriate changes for E-Verify system.
- Ordered and distributed new federal/state employment posters to all departments. March 8, 2013 mandatory FMLA change notice is reflected
- Changed out FMLA paperwork and forms to reflect the March 8, 2013 mandatory changes.
- Attended IACT webinar on Patient Protection and Affordable Care Act and the implications for municipal employers.
- Attended webinar sponsored by our insurance broker Neace Lukens on the tax implications and fees associated with the PPACA.
- Worked with surrounding cities / towns to get their comp and benefit information in preparation for work on a compensation survey.