

## **Administration Report: May, 2012**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the May 11 meeting of the Economic Strategic Plan Working Group.
- Worked with Bryan Stumpf and Councilors Mundy to review (currently) 28 resumes submitted for consideration for the open Director of Planning and Economic Development position.
- Conducted interviews (with Councilor Mundy, Plan Commission President Rachles, and Bryan Stumpf of American Structurepoint) for five finalists for the Director of Planning and Economic Development position.
- Wayne DeLong hired as the new Director of Planning and Economic Development.
- Coordinated with American Structurepoint on a number of planning projects and inquiries in its contractual role as interim planning director (Bryan Stumpf).
- Met with Steve Fehribach of A&F Engineering and Street Superintendent Lantz to discuss an update to the Town of Zionsville Road Impact Fee Study.
- Along with Council President Haak, attended final focus group meeting held by Boone County Senior Services.
- Met with Steve Russo and IT Director Rust to discuss content update to the Town of Zionsville website.
- Met with Stan Evans representing the Sullivan-Munce to discuss possible re-platting of property owned by the Center.
- Attended the dedication of the Sycamore Street pathway.
- Met with Councilors Mundy and Haak to set Town Manager performance goals and objectives for 2012.
- Represented the Town of Zionsville in the hard-hat tour/dedication of the Community Center at Hoosier Village.
- Met with Laura Kannapel of the IDNR to conduct a community assessment of the Town of Zionsville's compliance with the National Flood Insurance Program.
- Attended a meeting with Councilors Haak and Hopper, County Commissioner Applegate and Attorney Bob Clutter to discuss County Bridge #220.
- Attended pre-con meeting to discuss fiber optic install between the Zionsville Town Hall and Zionsville Community Schools.

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Traffic Count Updates.
- Amendment to the Town of Zionsville Salary Ordinance – Insurance options.

Attended the following meetings:

- Town Council Regular Meeting
- Plan Commission Meeting
- Board of Zoning Appeals Meeting
- Redevelopment Commission Meeting
- Town Council Agenda Planning Meeting
- Economic Strategic Plan Working Group Meeting

Sue Jones/HR

Processed: 8 Special Events  
11 Community Room

INTERNAL

16 Change of Status  
2 Worker Comp  
9 Orientation Meetings – processed paperwork with federal, state and town  
8 Applications

Continued dialogue and processing for EEOC complaint with Krieg DeVault. Complaint has been resolved.

For July 1 compliance with HE1149 – No Smoking within 8' of public entrance ordered "signs for all departments. Signs should be delivered the first of the week.

Compiled and sent information from IACT on HEA 1005 compliance – Anti-Nepotism law - that requires July 1 implementation to legal. Will proceed with *Employee Policy Handbook* changes.

Insurance:

- Sent Insurance Change Notice to all employees.
- Met with committee to determine insurance offerings for the coming 2012 – 2013 year
- Worked with Neace Lukens to compile *Your Benefit Choices* for employees
- Scheduled benefit vendors to be present at employee meetings taking place June 5-7.