

Administration Report: November, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with TADI/BDI on additional materials for the Downtown Market Study and Parking Analysis (EDC project).
- Met with Councilors Mundy and Hopper and Ken Cochran of HSE to discuss possible alternate sewer service proposal for former Union Township.
- Met with representatives of ZCS to discuss building expansion plans for Zionsville High School.
- Meeting with representatives of Valenti Held to discuss road extension project.
- Attended public workshop for the Downtown Market Study and Parking Analysis.
- Attended final Road Impact Fee Study Committee meeting,
- Met with the Council Finance and Administration Committee to discuss 2014 Salary Ordinance (Salary Administration) and Proposals for Accounting Services for the Town of Zionsville.
- Met with several Town officials to discuss IDEM response letter.
- Met with Councilor Papa, Kate Snedeker, and Time-Sentinel reporter Matt Werner to discuss several topics.

Drafted for Consideration:

- Re-Appropriation Resolution
- Additional Appropriation Resolution (General Fund – Legal Fees)
- Additional Appropriation Resolution (TIF District and General Funds – Re-enter re-appropriations in Keystone Budget System)
- 2014 Salary Ordinance
- Arbor Week Proclamation

Attended the following meetings:

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

Sue Jones/HR

- Processed: 8 Community Room; 5 Special Events
- Internal: 1 Orientation; 6 Change of Status; 2 Change of Address; 8 Employment Verification; 3 FMLA; 1 WC – re-open
- Completed and filed the *Occupational Employment Statistics Report for State/Local Government* with the IN Dept of Workforce Development
- Met with Joe Rust regarding listing changes to the business calendar.
- Attended webinar on interaction of WC, ADA, FMLA.
- Researched information from legal and human resource sites on social media policies.
- Compiled Health Info Packet of mandatory notices for new hire.