

Administration Report: October 2014

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Attended sixth Certified Public Manager class in Fishers.
- Worked with Mark Adam of Crowe Horwath and Clerk-Treasurer Yeo on revisions to the proposed 2015 Town of Zionsville budget.
- Dennis Mackey, Town Engineer Mark DeBruler and Town Manager Mitro began interview Wastewater Superintendent position.
- Met with Town staff and representatives of Beezer Homes to discuss the Hampshire subdivision.
- Met with Ty Rinehart of Drees Homes, Planning and Economic Development Director DeLong, Street and Stormwater Superintendent Lantz and Wastewater Superintendent Mackey to discuss a potential residential development at CR 875 East and Whitestown Road.
- Continued working with management staff on the development of an Ethics Policy for the town.
- Prepared an Additional Appropriation Resolution for Council consideration.
- Officially swore in four new reserve Police Officers for the ZPD.
- Met with Councilor Mundy to over Commission/Board/Committee appointments.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Town Council Executive Session
 - Zionsville Safety Board Regular Meeting
 - Zionsville Board of Police Commissioners Regular Meeting

Sue Jones/HR

Processed:

External: 7 Community Room; 5 Special Events

Internal: 11 Verification of Salary/Employ; 15 Change of Status (COS); 4 FMLA review; 5 Short Term Disability; 1 Worker's Comp; 3 COBRA (1 New Hire, 2 resignation)

- Worked with representatives of Advantage Health Plan and Walgreens to set a Flu Clinic for Nov 13th at Town Hall. Employees who carry Town health care coverage and their covered dependents over 7 years of age are welcome to participate. Immunizations can be covered through our health care.
- Met with representatives from Liberty Mutual regarding voluntary benefits they could offer employees.
- Hiring process – accepted applications for open positions; set schedules and sent responses to inquiries
- Worked with outside vendor on training schedules and presentation
- Continued to work with ADP on establishing an HR employee file system program. Attended webinars and phone conference