

Administration Report: September 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.
- Worked with Dennis Mackey and Town Engineer Mark DeBruler to review resumes for Wastewater Superintendent position.
- Met with Chamber of Commerce Executive Director Julie Cole and IT Director Rust to discuss proposal to develop a "Zionsville App".
- Met with Town staff, representatives of Beezer Homes, and a concerned abutting homeowner to discuss the Hampshire subdivision.'
- Met with Tom Casalini and Sue Jones to discuss Special Events in the downtown.
- Met with Ty Rinehart of Drees Homes and Planning and Economic Development Director DeLong to discuss potential residential development sites in Zionsville.
- Continued working with management staff on the development of an Ethics Policy for the town.
- Prepared Additional Appropriation Resolutions for Council consideration.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Budget Workshops (2)
 - RDC Special Meeting
 - Council Infrastructure Subcommittee

Sue Jones/HR

Processed: 11 Special Events; 9 Community Room

Internal: 5 Verification of Employ/Salary; 12 Change of Status; 2 FMLA; 3 Short Term Disability (STD); 1 Orientation; 1 COBRA paperwork sent; 1 Workers Comp

- Worked with M Lueders of Susan Brooks office to make changes to her meeting space in Town Hall.
- Met with Joe Rust (IT) and Fred Cruz of ADP to restart the programming for HR through our current ADP system. After meeting with Mr. Cruz, I worked with representatives of ADP to determine what information the Town still needs to compile to complete and code current positions and classifications (EEO, FLSA, etc). Working to complete info spreadsheets for ADP
- Worked with Boone County Health and Boone County Clerk's office to set up day that residents can attend both a Flu Clinic and Vote Center at Town Hall. (Oct 29)

Meetings:

- outside source for employee training.
- representative from Forum Credit – re: voluntary employee benefits
- Town Manager Ed Mitro and Town business representative Tom Casalini – special events
- Neace Lukens representative re: mandatory postings and compliance issues
- Phone Conference with INPRS representative

Completed *Disclosure Confirmation to CMS* (Medicare and Medicaid Services) for our 2014 health insurance renewal.