



2014 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION Edward Mitro

- Completed the 2015 budget process, coordinating with the Council, Town Management Staff, Clerk-Treasurer and and Crowe Horwath.
- Coordinated the RFP and interview process for choosing the firm Crowe Horwath to provide financial and accounting services for the Town of Zionsville for 2014-2016.
- Assisted the Zionsville Economic Development Commission, its consultant TADI/BDI and the Working Group in the completion of a Market Analysis and Parking Study for downtown Zionsville (adopted by the Town Council on August 4).
- Developed Goals and Objectives for Department management staff and provided performance reviews.
- Assisted on the preparation of the Monthly Town E-Newsletter.
- Prepared a Fiscal Impact Analysis for the Reorganization of the Town of Zionsville and Perry Township (adopted by the Zionsville Town Council on May 20, 2014). Voters in both the Town of Zionsville and Perry Township passed a referendum on reorganization November 4, 2014.
- Fire Chief VanGorder, Police Chief Knox, Planning and Economic Development Director DeLong and Town Manager Mitro all participated in the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs. Courses began in March of 2014 and run monthly until February of 2015.
- Wastewater Superintendent Dennis Mackey retired at the end of August after serving in that capacity for over 25 years. After interviews with perspective candidates, an internal candidate, Barry Cook, was hired to fill the position (effective January 1, 2015). Dennis Mackey stayed on temporarily as a consultant to assist in hiring a replacement and to facilitate the transition to a new superintendent.
- Nature Center Naturalist Therese Burkhart retired in early 2014. Park Board President Bullington, Park Department Superintendent Mackey and Town Manager Mitro interviewed several candidates to fill the position. Mindy Murdock was chosen to fill the vacancy. Mindy began work on May 28, 2014.
- Town Manager Mitro and Management Staff worked throughout the year with American Legal Publishing Company to re-codify the Town of Zionsville Code of Ordinances. Final changes were given to American Legal in the fall of 2014. The final document is expected in early 2015.
- The Town of Zionsville and Hamilton Southeastern Utilities came to an agreement on the provision of sanitary sewer service through a CTA for sewer service to most of the former Union Township area of Zionsville.
- Completed the update to the Road Impact Fee Study and Ordinance (adopted by the Town Council on April 7).
- The Zionsville Redevelopment Commission and Town staff continued moving forward in the development of Creekside Corporate Park of Zionsville.

- Major new developments announced or in progress in 2014:

Fed-Ex opened for business

Bub's Burgers/South Main Street Development opens and fills with tenants

Quail Run Apartment Complex expansion commenced construction

Teay's Office Building opened

Hat World/Lids Corporate Headquarters broke ground on August 5 – construction continues

Several new restaurants opened in the Zionsville Downtown, including the Salty Cowboy, Rosie's Place, the Scoop, Bub's Burgers, Bites, Sub 16, and the expansion of Greek's Pizzeria.

New five-unit building begins construction in Manchester Square

Sue Jones, PHR

Coordinate / Respond to following Requests:

Processed:	97	Special Events (3 denials for various reasons)
	106	Community Room

Internal:	30	Orientation
	47	Employ Verifications
	178	Change of Status (Includes employment changes, COA, Insurance changes, hire/term, etc.)
	31	COBRA (new hire and term employees)

Processed Worker's Comp, STD, and FMLA as needed throughout the year. Also processed all insurance changes, additions, deletions, etc.

Met with vendors and/or sales representatives from various companies or agencies representing products that might be of interest to employees or the Town.

Continue to work with ADP to set up an HRIS system completed several of their webinars and am working with a representative to complete employee info review.

Worked with council, Advantage, and insurance brokers on renewal for 2014. Will continue to look at alternatives for the next year. Proofed *Zionsville Employee Benefit Choice* booklets.

Attended IMPACT (IACT) and SHRM conference meetings throughout the year.

Completed revisions to the *Employee Policy Handbook* and distributed to all employees – include Social Media Policy

Worked with our insurance carrier and Walgreens to set up Flu clinic for employees which we hope to make an annual event.