

## **Administration Report: April, 2013**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Planning and Economic Development Director DeLong and Chamber of Commerce Executive Director Cole to work on an RFP for the development of a Strategic Plan for the Zionsville Downtown.
- Attended several meeting to discuss the potential DOW transaction.
- Met with Alan Townsend and Council President Papa to discuss Wal-Mart.
- Met with RDC Vice-President Plassman and Director of Planning and Economic Development DeLong to reconfigure the line items for the RDC budget.
- Met with Councilors Mundy and Hopper, Street Superintendent Lantz and Sanjay Patel (VS Engineering) to review latest plans for the First Street Project.
- Met with Barbara Jennings, David Rausch, and Director of Planning and Economic Development DeLong to discuss possible renovations and upgrades to commercial buildings on Cedar Street.
- Attended flood wrap up meeting with staff.
- Participated in several discussions regarding the PNC Bank properties.
- Completed First Quarter Budget Reports for: Administration, Council, RDC, and Food & Beverage.

#### Drafted for Consideration:

- Additional Appropriation Resolution – Real Estate Purchase
- Additional Appropriation Resolution – Plan Commission/BZA legal and transcription

#### Attended the following meetings:

- Town Council Regular Meeting
- Town Council Special Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Redevelopment Commission Special Meeting
- Redevelopment Commission Regular Meeting
- Plan Commission Regular Meeting

#### Sue Jones/HR

Processed: 8 Community Room; 9 Special Events

Internal: 13 Change of Status; 7 Orientation; 12 Verification of Salary/Employ; 4 COBRA; INPRS additions and changes made per their request; Several Insurance changes – dental, health, life, disability changes

- Completed letters to acknowledge non-employment choice to job applicants
- Completed and sent payroll flyer regarding our Urgent / Emergency Care coverage with Advantageplan
- Met with representatives from Neace Lukens, Advantage Insurance and council regarding insurance renewal for 2013 – 2014. After a close look at claims, it was decided that the quote process would be put on hold until after we receive the next claim information in early May.
- Completed the *2013 Annual Survey of Public Employment & Payroll E-4: Municipalities, Counties, Townships* and sent to the Dept of Commerce
- Attended the IMPACT planning meeting.
- Compiled data for Open Records request, sought advise of counsel regarding requested personnel info.
- Attended a teleconference with BLR regarding HRIS systems