

## Administration Report: August, 2013

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Council President Papa, Park Superintendent Mackey; attorneys Kim Blanchet and Roger Burrus, and Park Board President Phil Howard to discuss Tort claim issue regarding flooding at CR 875 East.
- Met with several Town representatives to discuss the IDEM discharge concerns at the Mulberry Fields Splash Pad.
- Worked with TADI/BDI on startup materials for the Downtown Market Study and Parking Analysis (EDC project).
- Completed proposed 2014 budget materials for Council review.
- Conference Call with Councilor Suarez and IT Director Rust to discuss website issues.
- Met with Brad Chambers of Buckingham Company to discuss two potential development projects in Zionsville.
- Met with IT Director Rust, Clerk-Treasurer Yeo and a representative of VanAusdall and Farrar to discuss document management systems.
- Met with the Council Governance Subcommittee to discuss potential cooperation agreement between the Hamilton County Airport Authority and Town of Zionsville.
- Met with numerous Town representatives and Paul Kite to discuss next steps in the development of the former Dow property.
- Worked on pay off/closing on the former Shell site (parking lot).
- Attended State auditor exit interview along with Clerk-Treasurer Yeo.
- Met with Wastewater Superintendent Mackey, Town Engineer DeBruler and representative of Pulte Homes to discuss sewer needs for potential development in the area of CR 875 East and Whitestown Road.
- Attended Council Communications Subcommittee meeting.
- Attended "Disruptive Events" webinar hosted by IACT.
- Met with representatives of Buckingham Company, Planning and Economic Development Director DeLong to discuss sanitary sewer issues related to the expansion of the Quail Run Apartment Complex.

#### Drafted for Consideration:

- Additional Appropriation Resolution – Support for Christmas in the Village.
- Additional Appropriation Resolution – Reimbursement to Street Department for damaged truck.

#### Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting
- Budget Workshops (2)

#### Sue Jones/HR

Processed: 10 Special Events; 8 Community Room

Internal: 16 Change of Status; 7 Verification of Employ/Salary; 4 Orientation; 2 Worker's Comp; 3 COBRA

- Completed and filed the EEO-4 Survey as required by *Title VII of the Civil Rights Act of 1964, as amended*.
- Worked with Riverview Hospital to establish worker's comp filing pre-reqs.
- Set INPRS (PERF 77) meetings at Station 91 between Jennifer Lowery (INPRS Rep) and town public safety personnel who belong to the 77 plan.
- Continued to work with our dental provider to expedite the monthly claim processing.
- Met with Director of Campus Life High School, who is currently looking for a meeting place for the Club to meet. We were unable to provide dates they needed but will continue to look at options for the near future.
- Met with Lance Lantz and Ed Mitro re: Title VI survey
- Received the *Certificate of Coverage* paperwork from Advantage Health. Will put them together with the *Exchange Notice* that will be mailed to all EEs in Sept.