

Administration Report: February 2014

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Conducted 2014 Goals setting for all management staff.
- Met with Steve Sherman to discuss resolution to the CTA for former Union Township with HSE.
- Met with Town Staff and Buckingham Company to continue review a sanitary sewer agreement between the Town of Zionsville and Buckingham Company (the Quail Run expansion project).
- Met with Joseph McDonough of American Legal Publishing Corporation to begin work on codifying the Zionsville Town Code.
- Met with Allan Rachles and Andrea Davis of the IBJ to discuss the "big box" ordinance.
- Met with representatives of Pulte Homes and several Town officials to discuss Pulte's "the Crossing" project at CR 875 E and Whitestown Road.
- Met with Clerk Treasurer Yeo and representatives of Crowe Horwath to begin transition of financial and accounting services to that firm.
- Met with Clerk Treasurer Yeo and representatives of HJ Umbaugh to identify projects in progress to be completed by the firm as the Town transitions to Crowe Horwath for its financial and accounting services.
- Met with RDC President Phenicie and Planning and Economic Development Director DeLong to refine the RDC budget and develop a budget forecast for discussion at the 02/24/2014 RDC Meeting.
- Met with representatives of Buckingham Company and staff to discuss trail connection options for the Quail Run Apartment expansion project.
- Met with Councilor Mundy and Kate Snedeker to discuss media protocol and PIO needs.
- Attended the 02/25/2014 meeting of the Downtown Market Analysis and Parking Study Working Group.
- Met with Council President Papa, Park Superintendent Dickey and representatives of IDEM to discuss the Mulberry Field Splash Pad.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Redevelopment Commission Meeting
 - Plan Commission Meeting

Sue Jones/HR

Processed: 5 Special Events; 8 Community Room Requests

Internal: 4 Verification of Employ/Salary; 6 EE Orientation

- Worked with INPRS to add new firefighters and patrolman for PERF 77
- Met with Neace Lukens representatives and Steve Mundy of Council for mid-year review and discuss options strategy for 2014 insurance renewal.
- Discussed proposed HR system and quote for same with Joe Vigliano of ADP.
- Conducted exit interview with naturalist at the Zion Nature Center
- Re-arranged and purged employee files.
- Post OSHA 300A reports for all departments.
- Completed registrations for all insurance forms (health, HSA, dental, STD, LTD, and Life) for the new hires.
- Per INPRS request – certified employment report.
- Sent COBRA info and paperwork for previous employee and 2 previously insured dependents.
- Attended IACT webinar.