

## **Administration Report: February 2015**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Graduated from Phase I of the Certified Public Manager course.
- Concluded 2015 Goal setting with Town management staff
- Attended annual Firemans' Ball.
- Met with representatives of Cardon to discuss options for the provision of sanitary sewers to the project/area.
- Worked with attorney George Sommers to complete paperwork for the closing of the land swap between the Zionsville School Corporation and the Town of Zionsville.
- Reviewed three proposals submitted by engineering firms to provide engineering services for the Town of Zionsville. Council Infrastructure Committee and Town Management staff (Lantz, Cook, Mitro, and DeLong) interviewed all three firms. A recommendation from Management staff is forthcoming.
- Met with representatives of Beezer Homes and Town Management staff (DeLong, Cook, Lantz, Mitro) to review commitments for the Hampshire Subdivision (former Brenwick property)
- Attended the following meetings:
  - Town Council Regular Meeting
  - Town Council Agenda Planning Meeting
  - Redevelopment Commission Meeting
  - Economic Development Meeting

#### Sue Jones/HR

Processed: 10 Special Events, 18 Community Room Use

Internal: 44 Change of Status (COS) reports, 2 Term Employment, 5 Verification of Employ/Salary, 2 Worker Comp Updates to INPRS

Insurance:

- Continued Benefit Meetings
- Met with Liberty National representatives regarding voluntary coverages for employees
- Worked with Advantage to correct COBRA coverage inaccuracies
- Sent insurance verification letters for previous employees
- Continue to prepare the Personal Benefit Statements.
- Completed Census for insurance broker for our upcoming renewal. Will get information to all employees regarding the use of medical information forms within the next week

OSHA 300A postings were completed

Worked with departments and IPEP representative to get safety programs set

Set up dialogue between resident and HOA representatives concerning coyote problems

Worked with Jessica Fouts, Boone County Clerk, to set up primary Vote Center schedule.