

Administration Report: January, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Conducted 2013 Goal Setting/Performance meetings with Town management staff.
- Met with Councilors Haak and Mundy to conduct year-end Performance Review.
- Met with Planning Director DeLong and Jeff Butz of Landscapes Unlimited to continue to discuss the design of his business relocation.
- Met with Councilors Mundy and Hopper, Planning and Economic Development Director DeLong, Wastewater Superintendent Mackey, Attorney Steve Sherman, and representatives of HSE to discuss the provisional CTA for former Union Township.
- Met with Plan Commission members Rachles and Parks, Planning and Economic Development Director DeLong and representatives of Pittman Partners to discuss a potential development at US421 and Sycamore Street (Former SR 334).
- Met with Planning and Economic Development Director DeLong, Wastewater Superintendent Mackey to discuss revisions to the calculation of the Town's Sanitary Sewer Availability Fee.
- Conference call with Linda Cooley of Krieg DeVault, Wastewater Superintendent Mackey, and HR Sue Jones to discuss personal issues.
- Along with Council President Papa, conducted interviews with three law firms (Krieg DeVault, Barnes & Thornburg, and Lewis & Kappes) regarding providing legal services for the Town of Zionsville.
- Met with Plan Commission members Jones and Mitchell, Planning and Economic Development Director DeLong and representatives of Harris, FLP to review architectural renderings of the South Main Street/Bub's Burgers project.
- Met with Councilors Papa and Hopper, Street Superintendent Lantz, and representatives of ZCS and BLN to discuss alternative designs for roundabout / intersection improvements at the intersections of Cruise Road and Ford Road and Bloor Lane and Ford Road.
- Mailed 350 letters clarifying information on the proposed Eastern Worth Township Annexation to all affected parcel owners.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Redevelopment Commission Regular Meeting and Special Meeting
- Economic Development Commission Regular Meeting

Sue Jones/HR

Processed: 4 Special Events; 9 Community Room requests

Internal: 6 Change of Status; 1 Orientation; 3 COBRA; 5 Employment verifications

Worked with IT to complete an interactive form the Town can use to track and advise employees of insurance cost options.

Completed departmental changes to the Special Events and Community Room Policy forms which have been sent to council for final approval.

Worked with Neace Lukens to compile Town insurance info for entry into **Compliance** dashboard, which is a web based tool that will break down employer ERISA and other federally mandated responsibilities and summarize them on a compliance calendar. The system can then monitor the compliance obligations through an email and follow-up system set to employer specifications. For the Town that can include responsibilities for all our employee insurance coverage.

Discussed "Life Event" changes with INPRS to determine how and when to file changes that affect Town contributions for disability, FML leave, etc.

Met with and attended conference call with Advantage Health and Neace Lukens representatives to correct an employee's insurance coverage.