

## **Administration Report: January 2014**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Conducted 2014 Goals setting for all management staff.
- Met with Town Councilors Mundy and Hopper and representative of HSE to discuss resolution to the CTA for former Union Township.
- 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).
- Worked with Matt Brown of A & F Engineering, Planning Director DeLong and Street and Stormwater Superintendent Lantz to update the Road Impact Fee Study based upon Plan Commission input.
- Began assembling materials for American Legal Publishing Corporation to codify the Zionsville Town Code.
- Met with Town staff and representatives of the Lids project to review its Development Plan submittal.
- Met with Council President Papa, Vice President Mundy and a representative of the VRA to discuss VRA involvement in the PUD approval process.
- Along with Councilor Mundy and three representatives of the Plan Commission, participated in mediation regarding the Wal-Mart lawsuit.
- Met with Council Papa and Andrea Davis of the IJB to discuss current and upcoming activity/projects in and for the Town of Zionsville.
- Met with several Town representatives and representatives of Hat World/Lids to discuss tax abatement for the project.
- 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 Whitestown Town Manager Norton and Superintendents Dickey and Lantz to discuss a possible pedestrian bridge at the intersection of Whitestown Parkway and CR 700 E.
- Attended the following meetings:
  - Town Council Regular Meeting
  - Town Council Agenda Planning Meeting
  - Redevelopment Commission Meeting

#### Sue Jones/HR

- Processed: 5 Special Events; 6 Community Room requests
- Internal: 1 Orientation; 4 Verification of Employ/Salary; 3 FMLA – response; 6 Chang of Status; 8 COBRA- for term employees and new hire
- Updated the insurance information that is dependent on salaries
- Advised payroll of changes for HSA accounts and changes for employee contributions.
- Met with Justin Heaps, representative for Liberty National, regarding possible voluntary insurance for our employee base.
- Completed letters to all non-candidates for the Compliance Inspector position.
- Met with Joe Vigliano and Mark Schnaubel of ADP, and Joe Rust, regarding HR system that can be used in conjunction with the current payroll program. Currently waiting for additional information regarding proposals for cost and implementation and training
- Worked with Advantage Health to resolve several enrollment issues – all issues resolved to approval of employees and Advantageplan.