

## **Administration Report: July, 2013**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Council President Papa, Park Superintendent Mackey and representatives of IDEM to discuss discharge concerns at the Mulberry Fields Splash Pad.
- Attended three interviews with potential firms to conduct the Downtown Market Study and Parking Analysis (responding to the EDC's RFP).
- Completed preparation of first draft of the proposed 2014 budget materials for Council review.
- Met with Attorney Jeff Jacob and representatives of Pulte Homes regarding a potential development at the intersection of CR 875 East and Whitestown Road.
- Town Manager Mid-year performance review conducted by Councilors Papa and Mundy.
- Met with representative of A&F Engineering, Street Superintendent Lantz and Planning and Economic Development Director DeLong to review draft Road Impact Fee Study update.
- Met with Brad Chambers of Buckingham Company to discuss potential developments in Zionsville.
- 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.
- Continued work on assembling materials for the 2014 Budget process.
- Attended the Town TAC meeting to discuss the expansion of the Quail Run Apartment complex.

#### Drafted for Consideration:

- Additional Appropriation Resolution – Planning Engineering pass-through reimbursement
- Additional Appropriation Resolution – Pay off of the "Shell Parking Lot" property.

#### Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting
- Plan Commission Regular Meeting

#### Sue Jones/HR

Processed: 6 Special Events; 7 Community Room Requests

Internal: 14 Change of Status; 2 Employee Orientation; 2 COBRA changes; 3 Worker's Comp; 4 Verification of EE

- Worked with broker and insurance representatives to resolve benefit questions for specific employee problems.
- Set up Lunch and Learn employee meeting for Nationwide (457 Plan) and INPRS (PERF) representatives. Worked very well. We are in the process of requesting the return of the INPRS representative to discuss PERF 77 program. Nationwide met with current employees to review or enroll members.
- Completed table of 2013-2014 insurance costs for all employees. Costs will be used by payroll and ADP to set up payroll deductions.
- Researched information regarding W-2s and Box 12 reference codes. Completed table of Imputed Income and Taxes for payroll and ADP. Sent information to all employees regarding the costs for same.
- Updated and replaced the Child Labor Law information and forms for employees under 18 years of age. Sent the information to Parks Dept for both golf course and nature center who staff employees under 18.
- Attended webinar sponsored by Neace Lukens on Health Care reform and changes for PPACA.
- Attended webinar sponsored by SHRM on changes to ERISA laws and annual reporting summary.
- Met with Casey Terrell of Aramark regarding uniform products options.
- Continued putting COBRA notice together for the new plan year and to reflect ACA changes.