

Administration Report: June 2014

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Met with representatives of Pulte Homes to discuss revisions to Pulte's "the Crossing" project at CR 875 E and Whitestown Road.
- Attended fourth Certified Public Manager class in Fishers.
- Met with David Rausch to continue work on the Town Hall Space Study (Study has been completed).
- Met with Angie Steeno and Clerk-Treasurer Yeo to develop timeline for 2015 Town of Zionsville budget.
- Met with Council Haak and representatives of Baptist Homes of Indiana to discuss development on its properties and the extension of Bennett Parkway.
- Met with the Council Infrastructure Committee and representative of the Chamber of Commerce Downtown Committee to review the proposal to enhance the landscaping in the downtown planting areas.
- Met with representatives of Vectren regarding a large gas line replacement project through the Village area.
- Completed mid- year performance reviews with all management staff.
- Met with Planning and Economic Development Director DeLong and Dr. Jim Haines to discuss alumni entrance sign proposal for the Zionsville High School campus.
- Teleconference with representatives of PNC Bank and Clerk-Treasurer Yeo to begin implementation of credit card use for Town bill/fee payments.
- Attended Working Group Committee meeting with representatives of TADI, BDI, to review first draft of the Downtown Zionsville Market Study and Parking Analysis.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Town Council Special Meeting
 - Town Council Executive Session
 - Town Council Infrastructure Committee Meeting
 - Town Council Finance Committee Meeting
 - Special RDC Meeting
 - Regular RDC Meeting

Sue Jones/HR

Processed: 10 Community Room requests, 10 Special Events

Internal: 2 Orientation, 3 Verification of Employ/Salary, 4 FMLA, 3 STD, 2 Worker's Comp, 41 Change of Status, 1 COBRA

- Participated in a conference call with Council Rep Mundy and Neace Lukens representatives to finalize the 2014-2015 insurance coverage. Attended final meeting the following week.
- Attended Downtown Landscape Committee meeting regarding rain garden areas in the business district.
- Worked with Supt. Mackey and Town Manager Mitro to review and re-write the WW Dept Supt job description and the notice to post.
- Conferred with M Mulcahy of Advantage Health Solutions to confirm coverage for an insured.
- Attended webinar, with clerk treasurer and deputy clerk, for INPRS - focus on the upcoming July audit.
- Attended webinar for Non-Discrimination Testing for 125 Plan sponsored by Neace Lukens
- Received input from Neace Lukens and department representatives and Set open enrollment meetings. Advised all departments of dates and times.