

Administration Report: May, 2013

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended several meeting to discuss the DOW transaction.
- Met with RDC member Luke Phenicie to reconfigure the line items for the RDC budget and develop a tracking template.
- Hopper and Suarez to update them on issues/projects in preparation for their attendance at a neighborhood meeting.
- Participated in several discussions regarding the PNC Bank properties.
- Began work on assembling materials for the 2014 Budget process.
- Met with Dick Keenan of Baptist Homes of Indiana to continue discussion on the further extension of Bennett Parkway.
- Met with Linda Bush to assist her in her preparation of an alley vacation petition (985 West Oak Street).
- Met with Councilor Hopper to assist her in responding to an MPO Policy Committee Member Survey and interview.
- Attended the Town TAC meeting to discuss the PUD zoning petition and Development Plan Approval Petition for "The Farm" development on US 421 and Sycamore Street.
- Met with RDC President Mark Plassman to set the agenda for the May 28, 2013 RDC Meeting.
- Attended Ground-Breaking Ceremony for the new Fed-Ex Ground hub.
- Met with Councilors Papa, Mundy, and Haak and representative of Cardon to discuss location opportunities in Zionsville.
- Met with Planning and Economic Director DeLong and representatives of Buckingham properties to discuss development potentials.
- Met with Street and Stormwater Superintendent Lantz, Planning and Economic Development Director DeLong and representatives of A&F Engineering to discuss a proposal to prepare a corridor study of South Zionsville Road and First Street.

Drafted for Consideration:

- Alley Vacation Ordinance – Linda Bush, 985 West Oak Street
- Re-Appropriation Resolution – TIF District Fund – RDC Budget
- Resolution honoring Mike Latz

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Special Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session (2)
- Redevelopment Commission Special Meeting (2)
- Redevelopment Commission Regular Meeting
- Plan Commission Executive Session

Sue Jones/HR

Processed:

9 Special Events; 7 Community Room Requests

Internal:

6 Orientation; 12 Change of Status; 9 Verification – employ/salary; 8 Insurance Change; 3 COBRA; 9 Worker's Comp; 6 INPRS changes

- Attended IMPACT conference in Noblesville: I-9 and FMLA revisions – Barnes & Thornburg; Conflict Resolution – Supportive Systems, LLC; and Job Descriptions and Wage Studies – Wagner, Irwin and Sheeley
- Revised the Town COBRA paperwork to add the required Affordable Care Act (ACA) information.
- Sent employment verification letter to the Dept of Workforce Development for current employee.
- Completed Table of Imputed Income for all employees for life insurance renewal
- Received Professional Human Resources recertification.
- Continued work on the 2013 compensation study.
- Worked with Neace Lukens on several occasions to complete the renewal information for our open enrollment. Completing information for *Town of Zionsville Benefit Choices* booklet
- Held phone conference with Reliance Standard regarding dental billing and the accessibility of the same.