

## Administration Report: September, 2013

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with TADI/BDI on additional materials for the Downtown Market Study and Parking Analysis (EDC project).
- Met with Brad Chambers of Buckingham Company to discuss two potential development projects in Zionsville.
- Met with numerous Town representatives and Paul Kite to discuss next steps in the development of the former Dow property.
- Completed pay off/closing on the former Shell site (parking lot).
- Met with Wastewater Superintendent Mackey, Town Engineer DeBruler and representative of Pulte Homes to discuss sewer needs for potential development in the area of CR 875 East and Whitestown Road.
- 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.
- Completed draft RFP for Accounting and Financial Services
- Met with Councilors Ulmer and Mundy, Luke Phenicie, Bryan Brackemyre and others to discuss potential expansion of the RDC's Micro-Loan program.
- Met with representatives of Gradex, BLN and Street and Stormwater Superintendent Lantz to discuss additional claims/charges submitted by Gradex regarding the Bennett Parkway/infrastructure extension project.
- Worked with Councilor Papa on the dis-annexation of certain properties from the Town of Whitestown to the Town of Zionsville per an Interlocal Agreement between the Towns of Whitestown and Zionsville.
- Worked with Fire Chief VanGorder on job description and ratings for the new Fire Deputy Chief of Administration position and revised organizational structure.

Drafted for Consideration:

- Ordinance – 106<sup>th</sup> Street Vacation.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting
- Zionsville Safety Board Meeting
- Boone County Council Budget Reviews

#### Sue Jones/HR

Processed: 9 Special Events; 9 Community Room Requests

Internal: 23 Change of Status (COS); 4 Change of Address (COA); 2 Orientation; 3 FMLA; 2 Workers Comp (WC); 3 COBRA Change; 5 Verification of Salary/Employ

Completed and filed the CMS (Center for Medicare & Medicaid Services) Disclosure for the 2013 – 2014 Insurance year.

The Health Coverage Exchange Notice was sent by 1<sup>st</sup> class mail to all employees prior to the October 1 deadline. This exchange form will now become a part of all new hire packets and must be signed off.

The following were prepared and sent to all FT employees with a read receipt request or sign off due:

1. WHCRA; 2. HIPAA Notice; 3. Newborn Health; 4. Summary Plan Description with glossary (either HDHP or HMO depending on chosen coverage); 5. Creditable or Non-Creditable Coverage Notice

Met with Joe Rust – IT, Lisa Pendleton – payroll, Mark Schnable and Rac Coffey - ADP regarding software to connect HR and payroll.

Held phone conference with DWD to clarify unemployment figures and claim expirations.

Attended the annual IMPACT (Indiana Municipal Personnel Association for Cities and Towns) in Nashville (Sept 25 – 27).

Met with Campus Life representative Pam Basch to work our day and time for the high school group to meet at Town Hall. We will try to use either the CR or the FP Room on a rotating basis (schedule dependent) until a single room is available for all meetings.