

Administration Report: June 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly "Town Hall project" meetings with CSO architects.
- Met with IT Director Rust and representatives of CivicPlus to continue work on development of a new Town website.
- Conducted mid-year performance reviews for all of the management staff.
- Met with Gary Angstead to discuss an alley vacation petition in the Village.
- Met with Planning and Economic Director DeLong to discuss a non-confirming property issue in the Village.
- Met with Steve Fehribach of A&F Engineering to discuss upcoming developments in Zionsville.
- Met with Ty Reinhart of Drees Homes to discuss potential residential development at CR 875 East and Whitestown Road.
- Worked with Angie Steeno at Crowe Horwath to develop a budget process timeline for the 2016 Town of Zionsville Budget.
- Began work on drafting proposed Administration budget for 2016.
- Developed a second quarter budget report for the Economic Redevelopment Commission.
- Drafted the following for Council consideration:
 - Additional Appropriation Resolution (Insurance Premium)
 - Additional Appropriation Resolution (Reorganization line item additions)
 - Additional Appropriation Resolution (Legislative Services)
 - Additional Appropriation Resolution (Sewage Works BAN refinancing)
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Plan Commission Regular Meeting

Sue Jones/HR

No report - Sue is on vacation