

Administration Report: October 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Met with Wastewater Superintendent Cook to work on the 2016 Wastewater Department/Utility Budget.
- Met with representatives of the Hunter's Point Apartments to discuss variance requests to satisfy insurance needs.
- Met with representatives of HWC to finalize the FRP for development proposals for the former PNC Bank lot downtown.
- Met with Street and Stormwater Superintendent Lantz and Park Superintendent Dickey to review landscaping proposals for the Ford Rd./Bloor Lane roundabout.
- Completed work on the 2016 Salary Ordinance for the Town of Zionsville.
- Worked with Mark Adam and Angie Steeno of Crowe Horwath to finalize the 2016 Budget for the Town of Zionsville.
- Attended the following meetings:
 - Town Council Agenda Planning Meeting
 - Town Council Special Meeting
 - Town Council Meeting
 - Plan Commission Meeting
 - Redevelopment Commission Meeting

Sue Jones/HR

Processed: 4 Special Events; 5 Community Room; 3 Gazebo

Internal: 24 Change of Status; 5 Verification of Employ/Salary; 8 New Hire Process; 3 Workers Comp; 2 Short Term Disability

- Met with members of the Christian Church regarding use of meeting space in the Town Hall.
- Worked with Walgreen's to schedule and set up a flu clinic for employees and dependents.
- Met with the person who will be the new deputy clerk to discuss orientation and benefits.
- Working with our Nationwide representative to set a schedule for employee visits.
- Worked several days with ADP, Foster Thomas, and Lisa Pendleton (Deputy Director) to complete files and schedules for ACA reporting. We will complete set up for employee categories, activation of ACA, and ACA Notification reporting within the next week?
- Worked with Auxiant rep to complete the Certification of Benefits reporting for town employees.