**Administration Report: March 2014**

## ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Steve Sherman to discuss resolution to the CTA for former Union Township with HSE.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Met with representatives of Pulte Homes and several Town officials to discuss Pulte's "the Crossing" project at CR 875 E and Whitestown Road.
- Attended the 03/25/2014 meeting of the Downtown Market Analysis and Parking Study Working Group.
- Attended first Certified Public Manager class in Fishers
- Met with Park Board President Bullington and Park Superintendent Dickey to set the superintendent's 2014 Goals.
- Met with Councilor Mundy and other Town staff to discuss the potential use of credit card payments for Town fees/services with: 1. PNC Bank, and 2. Fifth/Third Bank.
- Completed the Yearly Report for the RDC and filed on the State's Gateway System.
- Conducted first round interviews for the Naturalist position with Park Board President Bullington and Park Superintendent Dickey.
- Attended the following meetings:
    - Town Council Regular Meeting
    - Town Council Agenda Planning Meeting
    - Redevelopment Commission Meeting
    - Plan Commission Meeting
    - Town Council Executive Session
    - Council Infrastructure Sub-Committee

Sue Jones/HR

Processed: 15 Special Events; 10 Community Room

Internal: 3 Verification; 9 Orientation; 3 Term Hire; 11 Change of Status; 8 COBRA paperwork – new hire and end employ; 14 Insurance Tracking

- Completed the *2014 City and Town Annual Salary Survey* and returned to IACT
- Updated the 2014 employee census for health insurance renewal
- Met with representatives from Neace Lukens regarding the 2014 insurance renewal process

Attended webinar: Sponsored by Neace Lukens – Affordable Care Act
Sponsored by IACT – Medical Trust
Sponsored by ADP – PPACA Compliance