

## Administration Report: August 2018

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continued to meet with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Continued to meet with representatives of Barnes & Thornburg, the Mayor and Town staff to discuss updates to several legal projects currently active for the Town.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Continued work on the 2018 Town of Zionsville Budget.
- Met with Calvin Davidson of Ray's Trash to discuss Trash and recycling service to Transition areas.
- Meeting with representatives of Zionsville Community Schools to discuss several topics.
- Met with Mayor Haak, Communication Director Vela and Kevin Stalmach of MetroNet to discuss work currently being done with the Town.
- Town Management staff met with the representative of IPEP for a quarterly safety meeting.
- Met with Fire Chief VanGorder to review furniture purchase.
- Attended meeting with Kronos representative to receive training on new payroll and time keeping system.
- Along with Mayor Haak, participated in Jeff Papa's IU government class remotely from Town Hall.
- Along with Mayor Haak, Planning and Economic Director DeLong, toured the Holliday Farm property with Steve Henke.
- Attended PZAZ Committee meeting and review power point presentation prepared by member Greta Sanderson.

#### Sue Jones/HR

Processed: 8 Change of Status; 3 Orientation; 6 Verification of Salary / Employment Applications; 1 Worker's Comp; 1 STD (Short Term Disability); 1 FMLA; 2 Court Order

- Attended Phone conference E Mitro, A Lacy, and J Brown from Nationwide regarding our change to annuity choices.
- With internal time managers attended phone conference with Kronos - Catalyst System for time management.
- Met with employee and employee's manager regarding disability and use of intermittent FMLA
- Attended 3 day IndySHRM (Society for Human Resource Mgmt) conference in Indianapolis
- Completed the *Disclosure to CMS* regarding creditable / non-creditable coverage
- Continue to update and revise employee handbook
- Sent mandatory notices to all employees covered through the Town's medical insurance
- Met with Assured Partners Senior Acct Manager regarding several possible policy amendments