

## Administration Report: October 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.
- Completed work on the 2018 Town of Zionsville Budget.
- Attended the ground breaking ceremony for Seake (Zionsville Eye Care and Storen Financial).
- Along with Mayor Haak and Communication Director Vela, attended the ARC of Boone County's Aktion Club officer swearing in ceremony.
- Along with Mayor Haak, met with Aaron Stoner of Enterprise Fleet Management to look at possible management opportunities for the Town's vehicle fleet.
- Met with Park Superintendent Dickey and Park Board President Edmondson to discuss job restructuring in the Park Department.
- Along with the Mayor, met with Jeff Beam to discuss Benefit Committee projects.
- Met with Mayor Haak and Police Chief Knox to discuss renovation of the Municipal Services Building.

#### Sue Jones/HR

- Met with the town Benefit Committee
- Attended Assured Partners webinar re *Current Benefit Issues at Federal Level*
- Set up and attended meeting with Dept of Finance and Records and Assured Partners to discuss claim and stop loss funding
- Set up Insurance 101 class for Benefit Committee members
- Met with employees regarding benefit claim completion
- Worked with Walgreens to set up flu clinic for employees and dependents