

Administration Report: August 2019

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.
- Meeting with staff and consultants to discuss Park and Street/Stormwater Bond Issue process.
- Meeting with Mayor Haak, Finance Director Lacy and Crowe regarding the proposed 2020 Town of Zionsville Budget.
- Attended Pow-Wow meeting.
- Met with Park Superintendent Dickey and Park Board President Edmondson about next round of grants for trails (application process and content).
- Met with Mayor Haak and Planning and Economic Development Director DeLong to discuss potential amendments to the Town of Zionsville Zoning Ordinance.
- Met with Mayor Haak, Council President Garrett and staff from the Department of Finance and Records to discuss State Financial audit with on-site auditors.
- Met with Street/Stormwater Superintendent Lantz to discuss lease financing for his Department's portion of the municipal facility at the former Rail Trail Gardens property.
- Discussion with attorney Terry Dawson (B & T) on various topics.
- Met with staff from Department of Finance and Records to discuss Department initiatives.
- Attended VRA meeting to hear presentations by the School Corporation and the Mayoral candidates.
- Met with Communication Director Vela and representatives of the Zionsville Cultural District to discuss public art on utility boxes.
- Met with Communication Director Vela and Terri McKinzie to discuss possible art installation in Zionsville.
- Continued to work with consultants on the Park/Street & Stormwater Bond process and public notification.
- Continued to work with staff and Crowe to finalize the draft 2020 Town of Zionsville Budget.

Sue Jones

- Worked with our EAP to try to consider the possibilities of a conference for multiple employees for mental health or legal forums. At this time not workable. We will continue to work toward that goal.
- Met with legal regarding employment challenges.
- Set up appointment times for the end of September for Nationwide / employee consult
- Met with Liberty Mutual to discuss voluntary benefits
- Completed 5 new hire orientations including background checks and drug testing where needed.
- Completed quick survey of adjacent towns/cities regarding retiree insurance payment
- Met with Aaron Alsup, Sr Risk Mgmt. Specialist from IPEP regarding safety programs for various departments. We will move forward with safety programs and discuss changes for harassment videos.
- Worked with Auxiant to get ID cards for employees who did not get ID at open enroll.
- Worked with Angie to re-structure payroll files to include EEO status for employees
- Prepared General Notice of COBRA Continuation Coverage Rights for several new hire.