

## Administration Report: October 2016

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Met with Director of Finance Lacy regarding Internal Controls.
- Attended Zionsville Chamber of Commerce Legislative Luncheon.
- Met with Wastewater Director Cook to discuss the 2017 budget for the Wastewater Department/Utility.
- Met with Laurie Christy of DLZ and Mayor Haak to discuss development opportunities in Zionsville.
- Attended LIDS ribbon cutting for their Press Box initiative.
- Attended AT&T Fiber Ready Designation announcement at Creekside Corporate Park.
- Attended the Village Residents' Association annual meeting with Mayor Haak.
- Attended the Royal Run Homeowners' Association annual meeting with Mayor Haak.
- Along with Park Superintendent Dickey and Mayor Haak, attended meeting with Representatives of Keystone to discuss status and future of the Zion Nature Center project.
- Along with Planning & Economic Development Director DeLong, Street and Stormwater Superintendent Lantz and Mayor Haak, met with representatives of FedEx to discuss road and transportation items.
- Along with Director of Communications Dorman and Mayor Haak, toured the ARC of Boone County's facility in Lebanon.
- Along with Mayor Haak, met with representatives of Off Main Street Players to discuss options for utilization of the new Town Hall for theatrical productions.
- Assisted in preparation of the Monthly e-newsletter.
- Continued work on amendments to the Town's Special Event Policy and application.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared an Additional Appropriation Resolution for Lewellyn incentive and for SullivanMunce project.
- Attended the following Meetings:
  - Town Council Meeting (2)
  - Joint Meeting of Boone County Municipalities (Public Safety LIT Public Hearing and vote)

#### Sue Jones/HR

Processed: 8 Special Events; 11 Community Room Requests

Internal Process: 10 Verification of Employ /Salary; 16 Change of Status; 3 INPRS changes; 7 COBRA (new hire, Change status, and retire); 3 Worker's Comp file; 2 Retirement process

- Continued to work with the RxHelp Center and our broker to evaluate ways to increase usage of the advocacy program.
- Met with benefit representative regarding the addition of miscellaneous benefits to bridge the gap between EEs work and private lives.
- Verified town compliance for "white collar" workplace
- Sent disclosure notices for Medicare Part D to eligible individuals.
- Transition – Reinsurance Fee: Working with the broker and TPA to determine the appropriate fee payment method and will continue with cost breakdown
- Set up Flu Shot Clinic for employees and dependents through Walgreens (October 13 date)
- Worked with payroll to prepare forms and make changes for orientation packet regarding the change to mandatory direct deposit.
- Worked with Amanda Dorman, Ed Mitro, and legal to complete changes to the Special Events Policy and form. Amanda will handle the processing of Special Events going forward.