

Administration Report: February 2017

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Continue to meet with the Director of Finance Lacy regarding Internal Controls.
- Met with representatives of BLN, the Mayor and Town staff to discuss updates to several infrastructure projects in the pipeline for the Town.
- Assisted in preparation of the Monthly e-newsletter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared the following documents: Additional Appropriation Resolution, Resolution authorizing the purchase of real estate,
- Attended Annual Pension Board Meeting.
- Met with Mayor Haak, Director of Finance and Records Lacy, and Mark Adam of Crowe Horwath to review the Town 1782 Budget notice.
- Met with Mayor Haak, Director of Communications Dorman, Street and Stormwater Superintendent Lantz, and representatives of the Cultural District to discuss the 2017 Sidewalk Poetry Contest.
- Attended Zionsville Community Schools School Board Meeting to support Resolution defining Land Use roles for the School Corporation and Town of Zionsville.
- Along with Mayor Haak and Park Board President Abel, conducted 2017 Goal Setting Meeting with Park Superintendent Dickey.
- Along with Mayor Haak, conducted bi-weekly legislative update conference calls with Lobbying staff at Barnes & Thornburg.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

- Approved the ACA report from ADP, had 1095 C and 1094 C sent. Filed 1095 B and 1094 B for past employees currently on COBRA.
- Worked with Auxiant and employee to approve & re-schedule medical tests.
- Met with payroll and Parks Dept (Golf Course) re: hiring for new PT employees at the Golf Course. Completed compilation of information pertinent to new hire – what is needed for application, school release forms, status changes, orientation requirements and payroll.
- Attended webinar – changes in Voluntary Benefits.
- Attended internal benefits meeting.
- Worked with our insurer to process reimbursements from stop-loss carrier.
- Worked with IPEP to get info to close WC claims.
- Replaced forms for Nationwide employee participation agreement
- Processed: 10 Community Room Requests, 54 Change of Status, 1 Orientation, 7 Verification of Employ /Salary, 3 STD, 2 FMLA