

Administration Report: September 2017

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.
- Worked with Mark Adam of Crowe Horwath to make minor revisions to the draft 2018 Town of Zionsville Budget and distributed it to the Council and Management staff.
- Along with Mayor Haak, attended the Chamber of Commerce luncheon honoring Senator Joe Donnelly.
- Met with Mayor Haak, Wastewater Superintendent Cook, and Mark Adam from Crowe Horwath to discuss funding options for possible sanitary sewer projects.
- Along with Mayor Haak, met with Spanish exchange students from Leon, Spain at Lion's Park.
- Along with Mayor Haak, met with the Chamber of Commerce Board of Directors.
- Attended the Mayor's Breakfast for Scouting.
- Along with Mayor Haak, met with representatives of Metronet.
- Met with Mayor Haak, Director of Planning and Economic Development DeLong, and representatives of Wolf Run to discuss development potential for the property.
- Attended the following Meetings: Town Council Meeting, Budget Work Session,

Sue Jones/HR

Processed: 4 Special Events, 3 Community Room Requests

Internal: 2 Employee Verifications, 21 Change of Status (COS), 5 Orientation (new Hire), 2 FMLA, 3 STD, 1 COBRA

PACKED

MOVED

UNPACKED

Attended:

- Webinar by BT Law on Internal Investigations
- IMPACT Conference in Lawrenceburg, IN - sponsored through Aim on Sept 20-22
- Webinar- *Employee Recordkeeping – Know your Requirements*
- Completed and filed the 2017 EEO-4 Report to the U.S. Equal Employment Opportunity Commission.
- Working with the Carmel Wellness Center to bring a health program for the town employees that would include chair massage and lunch/learn program.
- Continued to work with True Rx concerning changes that took place at open enroll. We have had coverage glitches due to card number changes.