

Administration Report: June 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.
- Attended meeting with several Boone County Agencies and the ZCS to discuss funding for School Resource Officers.
- Met with Mayor Haak and Jim Longest and Jane Burgess from the School to discuss various topics.
- Attended PZAZ meeting.
- Along with Mayor Haak and Chief Knox, attended the Zionsville Community School's School Board meeting to show support for cooperatively funding School Resource Officers.
- Attended Municipal Complex Design concept meeting (former Rail Trail Gardens property).
- Attended insurance open enrollment meeting at Fire Station #91.
- Internal staff meeting to discuss Seake project on Lot #3 of the Town Hall property.
- Met with Scott Singer to discuss alley vacation west of Claghorn Flooring building.
- Met with representatives of the Indianapolis Executive Airport and consultants from HWC and Mead Hunt to finalize the upcoming Airport Area Strategic Plan Study.
- Met with Mayor Haak, Police Chief Knox and Boone County Councilor Steve Jacob to discuss School Resource Officers.
- Along with Mayor Haak and Director of Finance and Records Lacy, held teleconference with representatives of S & P, Crowe, and Barnes & Thornburg to discuss upcoming bond rating for the four recently approved infrastructure bond issuances.
- Along with Mayor Haak and Communication Director Vela, met with representatives of the Zionsville Cultural District to discuss public art options.
- Along with Mayor Haak and Director of Planning and Economic Development DeLong, met with representatives of the proposed Seake development on Lot #3 of the Town Hall property.
- Along with Mayor Haak, attended Benefits Committee Meeting.

Sue Jones/HR

Processed: 21 Change of Status; 5 Verification of Employ; 2 Court Order for Employees; 4 Orientation; 1 WC; 3 COBRA – New Hire; 1 Life; 1 Short Term Disability / FMLA

- Primary focus for June was open enroll activities including census feed corrections, open enroll meetings and preparation of employee communication pertinent to open enroll and introduction of online enrollment.
 - Worked with Auxiant to complete Cost breakdown chart
 - Prepared mandatory notices for the *Benefit Choices* booklet
 - Met with Assured Partners and Auxiant to complete amendments to the insurance SPD
- Consulted with 457 representative regarding our Nationwide account and set employee meetings for late 3rd quarter.
- Worked with Auxiant to correct employee info for payroll feed errors for benefit coverage.
- Attended 1 day IMPACT (AIM) conference in Muncie
- Attended Employee Benefit Meeting
- Attended phone conference with our Voluntary benefits companies