

Administration Report: September 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Met with IT Director Rust and representatives of CivicPlus to continue work on development of a new Town website.
- Met with representatives of Duke Energy to follow up on service concerns and responsiveness.
- Met with Wastewater Superintendent Cook to begin work on the 2016 Wastewater Department/Utility Budget.
- Met with Councilor-elect Bryan Traylor to provide orientation materials for his review and use.
- Attended CPR training class held by the Fire Department.
- Met with representatives of the Hunter's Point Apartments to discuss variance requests to satisfy insurance needs.
- Attended the following meetings:
 - Town Council Agenda Planning Meeting

Sue Jones/HR

- Processed: 10 Special Events; 11 Community Room; 2 Gazebo; 16 Change of Status
- Internal: 3 Verification of Salary / Employ; 3 Short Term Disability; 2 FMLA
- Worked with Frank and Heather from Walgreen's Rx to set up Flu Clinic for Town of Zionsville employees and dependents.
- Complete and filed mandatory 2015 EEO4 State and Local Government Information survey
- Met with Liberty National representatives regarding voluntary benefits
- Worked with Auxiant and Neace Lukens to set and confirm final insurance benefit costs – completed cost factor sheets that are now available to all employees for 2015 – 2016 enrollment year.
- Met with Kiwanis IN District Chair – discussed the possibility of bringing the Kiwanis organization back to Zionsville
- Completed letters to approximately 60 employees seeking additional info for Auxiant, our third party administrator
- Met with IPEP representative regarding safety programs available to the Town, the IPEP Safety Seminars and dates, and OSHA record keeping rule changes.