

## Administration Report: July 2016

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Along with Mayor Haak, concluded interviews for the proposed Director of Communications position. Amanda Dorman has been hired to fill the new position (resume attached).
- Met with Mayor Haak, Park Board President Able and Park Superintendent Dickey on a number of topics.
- Met with Mayor Haak, Planning and Economic Development Director DeLong and Dave Compton of Pulte to discuss the Roland Dick property on Oak Street.
- Meeting with GBT Realty to discuss potential development of the "Pock Farm/Oak Street and CR 700 East TIF property.
- Met with Mayor Haak, Planning & Economic Development Director DeLong and representatives of the "200 West" property to discuss development potentials for the real estate.
- Met with representatives of the County, several municipalities, and Sheriff Nielsen to discuss the potential of a public safety LIT for Boone County.
- Attended the dedication of the new ladder truck at Station 93.
- Met with Mayor Haak, Park Board President Able and Park Superintendent Dickey to discuss the proposed 2017 budget for the Park Department.
- Attended the first "kick off" Town Hall construction meeting with CSO Architects, RL Turner Construction and Town working group.
- Met with Mayor Haak, Planning & Economic Development Director DeLong and Paul Kite to discuss development potentials for the Matthews property along Sycamore Street.
- Met with Finance and Records Director Lacy and Mark Adam of Crowe Horwath to discuss potential engagement to assist in meeting the "Materiality and Internal Controls" requirements for the Town mandated by recent State Legislation.
- Met with Mayor Haak, Finance and Records Director Lacy and Mark Adam of Crowe Horwath to do an initial budget review for the proposed 2017 budget.
- Met with Fire Chief VanGorder, Police Chief Knox, Street and Stormwater Superintendent Lantz and Mayor Haak to discuss initial budget review done with Crowe Horwath.
- Met with Mayor Haak, Planning & Economic Development Director DeLong, Attorney Mike Andreoli and property owners Mr. and Mrs. Totty to discuss AirBnbs in Zionsville.
- Attended the following Meetings:
  - Town Council Meeting (2)

#### Sue Jones/HR

Processed: 11 Special Events; 12 Community Room Requests

Internal Process: 39 Changes to employee coverage – include Health and dental and the addition of voluntary vision coverage Applications for several open positions; 2 COBRA; 1 FMLA; 4 Worker Comp; 47 Change of Status Changes

- Worked with Nationwide to set up employee meeting schedules for our employees
- Revised content and met with broker to complete a copy of the Benefit Choice booklet detailing our insurance coverage options
- Met with broker to work out details and costs for the Rx advocacy benefit. Met with advocacy representative to establish a working relationship through Rx Help Center – Prescription Drug Advocacy Service. Employee meetings will begin early next month.
- Worked with PERF representative to set one-on-one meetings for retiring employees.
- Reconciled insurance costs (town & EE) and benefit changes that occurred during our 'open enrollment' period. Completed changes and advised payroll of changes that would have affected payroll, HSAs, etc. Established reports process through ADP.
- Worked with our voluntary vision provider and payroll to set up enrollments for employees who opt for this benefit.