

Administration Report: September 2016

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended weekly status meetings with the Council President, Vice-President, and the Mayor.
- Met with Mervyn Cohen and Mayor Haak regarding ideas for a “downtown cleanup” project.
- Attended three quarterly update meetings for the Fire Department personnel at Station 91.
- Continued work on the 2017 Budget for the Town of Zionsville.
- Met with Steve Mundy and Mayor Haak to discuss public art initiative for the Zionsville Cultural District.
- Attended Mayor’s Inaugural Boy Scout breakfast at Lion’s Park.
- Attended ribbon-cutting open house for the new Centier Bank branch in Zionsville.
- Attended meeting with representatives of the newly formed Kiwanis Club of Zionsville.
- Attended meeting of Boone County utility and municipality consortium.
- Attended farewell open house for Julie Johns-Cole at Cobblestone Grill.
- Attended farewell open house for Kenny Caldwell at Town Hall Community Room.
- Assisted in preparation of the Monthly e-newsletter.
- Continued work on amendments to the Town’s Special Event Policy and application.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared an Additional Appropriation Resolution for Council consideration (Community Crossings Grant match).
- Attended the following Meetings:
 - Town Council Meeting

Sue Jones/HR

Processed: 8 Special Events; 11 Community Room Requests

Internal Process: 10 Verification of Employ /Salary; 16 Change of Status; 3 INPRS changes; 7 COBRA (new hire, Change status, and retire); 3 Worker’s Comp file; 2 Retirement process

- Continued to work with the RxHelp Center and our broker to evaluate ways to increase usage of the advocacy program.
- Met with benefit representative regarding the addition of miscellaneous benefits to bridge the gap between EEs work and private lives.
- Verified town compliance for “white collar” workplace
- Sent disclosure notices for Medicare Part D to eligible individuals.
- Transition – Reinsurance Fee: Working with the broker and TPA to determine the appropriate fee payment method and will continue with cost breakdown
- Set up Flu Shot Clinic for employees and dependents through Walgreens (October 13 date)
- Worked with payroll to prepare forms and make changes for orientation packet regarding the change to mandatory direct deposit.
- Worked with Amanda Dorman, Ed Mitro, and legal to complete changes to the Special Events Policy and form. Amanda will handle the processing of Special Events going forward.