

Administration Report: October 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.
- 2018 Budget for the Town of Zionsville adopted.
- Attended the following Meetings: Town Council Meetings (2), Town Council Special Meeting,
- Met with Mayor Haak and the Benefits Committee to discuss Committee recommendations.
- Met with Mayor Haak and representatives of Duke Energy to discuss an upcoming meter upgrade project within the Town of Zionsville.
- Met with representatives of Third Street Ventures to discuss development opportunities in the Town of Zionsville.
- Attended the Open House for the new DK Pierce office building.
- Met with owners of lots in the DeRossi Estates subdivision to discuss option to address well water pressure requirements.
- Met with real estate broker Bill French, Mayor Haak and Planning and Economic Development Director DeLong to discuss development potentials on select properties in Zionsville.
- Met with Wastewater Superintendent Cook to begin work on the Wastewater Utility budget for 2018.
- Along with Mayor Haak, attended the Arc of Boone County's Aktion Club Officer Induction Ceremony.
- Met with Mayor Haak and Brandon Herget of Senator Joe Donnelly's Office to update him on several Zionsville items.
- Along with Mayor Haak, toured the Morning Dove facility on West 96th Street.
- Met with Mayor Haak, Street and Stormwater Superintendent Lantz, and Indianapolis DPW Director Dan Parker to discuss Zionsville Road and West 96th Street.
- Attended staff appreciation lunch provided by ZWIN.

Sue Jones/HR

Processed: 5 Special Events, 8 Community Room

Internal: 4 Orientation, 3 Verification of Salary/Employ, 15 Change of Status (COS), 1 COBRA (term), 4 FMLA (2 filed), 1 ADA, 3 STD

- Flu Clinic (EE and Dependent)
 - Conference call with Walgreens regarding the Annual Flu Clinic for Town employees and dependents
 - Notice sent to advise employees about the Flu Clinic; and set up for the event
- Conference call with Amy Lacy and legal regarding *Confidentiality Agreement*
- Participated in conference call with Nationwide and the Dept of Finance and Records to establish 457 / 401(a) match
- Met with Nationwide representatives, Deputy Chief, Jeff Beam and Dept of Finance and Records to finalize contract for match and set up of ProAcct
- Participated in conference call with Assured Partners and Auxiant Health to review the LabCard program that can be available to our employees.
- Worked with occupational health service to complete employee WC claims
- Met with Amy Lacy, Director of Finance and Records regarding the establishment of a Deputy Director of Payroll / HR position.
- Met with Todd Settle and Director Amy Lacy regarding insurance renewal and WC practices
- Completed insurance verification of COBRA coverage for former employee
- Worked with PNC, payroll and the mayor to complete paperwork for the Authorization Agreement to PNC for HSA accounts
- Sent reminder notices to employees regarding the Coordination of Benefits (COB) Dependent Verification questionnaire that was initially sent in August. Information must be sent to Auxiant Enrollment Dept.
- Attended conference call with legal regarding the implications loss time through ADA when FMLA job protection is not available.
- Attended Boone County EDC HR meeting
- Worked with PERF and former employee re: setting up annuity distribution