

Administration Report: December 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.
- Met with Mayor Haak and Wastewater Superintendent Cook to discuss potential sewer projects.
- Attended Benefit meeting to discuss employer contributions to staff's 457 Retirement accounts.
- Met with Mayor Haak, Director of Planning & Economic Development DeLong and the RDC to discuss Creekside Corporate Park.
- Attended annual Police Banquet at the American Legion.
- Along with Mayor Haak, conducted year-end Performance Reviews with members of the Management staff.
- Attended second Mayor's Night In at Zionsville Town Hall.
- Met with Mayor Haak, Mayor Richard Hickman and Clerk-Treasurer Debra Twitchell of Angola, IN to discuss Government Reorganization.
- Meeting with Bo Leffel, Mayor Haak and Director of Planning & Economic Development DeLong to discuss various development potential for properties in Zionsville.
- Met with Elm Lane resident Bruce Baum regarding the potential of dedicating the private street to the Town.
- Attended Exit Interview held by the SBOA regarding its financial audit of Zionsville.
- Attended annual all-staff Holiday luncheon.

Sue Jones/HR

- Internal: 1 Orientation; 3 Resignation; 3 COBRA –2 Resignation, 1 New Hire; 17 Change of Status (COS); 4 Worker Comp; 2 STD filings for EE; 1 FMLA
- New 457(b) / 401 (a) match program --Arranged several employee meetings, including a kick-off luncheon with our Nationwide representative and employees. The match program is open to all FT employees.
- Worked with the STD representative to re-process disability claims that are continuances (recurrence) of past claims
- Worked with voluntary benefit carriers to complete voluntary benefit open changes that resulted from open enrollment policy changes
- Worked with Dept. of Finance and Records and the Planning Dept. to handle job postings and applications/resumes for internal positions. Handled contact with applicants for interviews and notices.
- With the Director of Dept. of Finance and Records, interviewed candidates for the open Chief Deputy Director
- Compiled the information for *Employee Policy Handbook* changes – sent info with requested Read Receipt or sign-off form - for acknowledgement to all FT employees