

Administration Report: February 2018

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.
- Conducted be-weekly updates with Barnes & Thornburg and the Mayor on the Legislative session and bill status.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Continued to work on materials related to transitioning areas in Town from the "Rural" to "Urban" service district.
- Met with Mayor, Director of Finance and Records, and representatives of Crowe Horwath to review the 1782 Notice for the Town Budget.
- Met with the Mayor, Planning & Economic Development Director DeLong, Consultants, and representatives of the Executive Airport to discuss the scope of the Airport Area Economic Strategic Plan.
- Met with the Mayor, Wastewater Superintendent Cook, and representatives of Crowe Horwath to discuss a sanitary sewer rate study.
- Attended the State of the Town Address by Mayor Haak (sponsored by the Chamber of Commerce).
- Met with the Mayor, Finance & Records Director Lacy, Mark Adam from Crowe Horwath, and Town Attorney Heather Willey and the Department of Revenue to discuss Food & Beverage Tax tracking.
- Participated along with the Mayor in a Teleconference with IU students about Town government.
- Met with representatives of the Little League and Pulte Homes regarding the Little League Regional Headquarters and Pulte residential development on CR 875 and Whitestown Road.
- Met with the Mayor, Planning & Economic Development Director DeLong and representatives of Seake LLC (Storen Financial and Zionsville Eyecare) regarding the purchase and development of Lot #3 on the Town Hall Plat.

Sue Jones/HR

This report covers both January and February of 2018 as I was out on bereavement leave the end of January.

Processed: 151 EE Change of Status; 11 Verification of Employ/Salary – with EE authorization; 13 Orientation (6 FT, 7 PT); 10 COBRA (4 Term EE, 6 New Hire); 6 Worker's Comp; 4 Background Check; 2 STD; 2 FMLA; 3 Court Orders; 8 INPRS changes

- Worked with ADP to reprocess all 1095C and 1094C. All forms were completed and either delivered through DFR directly to EE or sent US mail.
- Update Contact Files
- Completed follow ups with all applicants and interviewees
- Compiled, filed and posted OSHA 300A info to EE Bulletin Boards at respective work places.
- Continued to work with employees, account representatives, payroll and Nationwide to process all forms and reports for the 457b and 401a programs
- With the Dept. of Finance & Records(A Lacy)and legal – completed the Public Assistance Policy Procedures; and the Confidential Information Policy for the Employee Policy Handbook.
- Attended Webinar: Health Illiteracy (sponsor – Gibson)
- Worked with payroll and Reliance Standard to determine how std, ltd, and life benefits are calculated