

Administration Report: March 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.
- Completed draft Fiscal Plan related to transitioning areas in Town from the "Rural" to "Urban" service district.
- 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 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.
- Met with the Mayor and attorneys from Taft Law firm to discuss possible inclusion of Zionsville in the Class Action Opioid lawsuit.
- Met with Park Board President Jeff Edmondson regarding the Bicycle Friendly Community application.
- Met with Mayor Haak, Wastewater Superintendent Cook, and representatives of DLZ Engineering to discuss various wastewater topics.
- Met with the Mayor Haak and Congresswoman Susan Brooks.
- Met with Mayor Haak and IT Director Rust to discuss IT needs relative to Sondhi Solutions.
- Attended meeting with Town staff and the Town's Legal Counsel and Accountant Firm to discuss bonding capacities and various potential infrastructure projects.

Sue Jones/HR

Processed: 6 Verification of Employ / Salary; 41 Change of Status; 2 Worker's Comp; 2 Dept of Workforce Dev; 3 EE correspondence

- Met with representatives from Assured Partners re: upcoming Insurance changes and ability to be able to complete open enrollment online..
- Met with our Colonial Life representative regarding policy changes.
- Verified imputed income costs and changes to our payroll plan
- Met with former employee regarding tax changes.
- Attended webinar: *Best Practices for Compliant Job Descriptions* – guidelines for compliance with ADA, FLSA, and Equal Pay Act
- Completed Aim Salary Survey---sent to Aim
- Worked with INPRS and retiring EE to complete necessary retirement paperwork.
- Continued to update EE insurance coverage to coordinate with our payroll system