

## Administration Report: April 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.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- 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 Mayor Haak and IT Director Rust to discuss IT needs relative to Sondhi Solutions.
- Conducted walk through of former PNC Bank building – switching tenants from Boosterville to 120 Water Audit.
- Attended PZAZ organizational meeting.
- Attended first ladies of Boone County Breakfast/fundraiser for Sylvia's Child Advocacy Center.
- Attended Grand Opening/Ribbon Cutting Ceremony for Tom Wood Toyota.
- Met with Mayor Haak and Police Chief Knox to discuss funding for School Resource officers.
- Met with Communications Director Vela, Mayor Haak and members of the Town Hall Art Taskforce.

#### Sue Jones/HR

Processed: 3 Verification of Employ / Salary; 43 Change of Status; 6 Orientation; 2 Worker's Comp; 3 COBRA (1 New Hire)

- Completed the Annual Survey of Public Employment and Payroll for US Census Bureau
- Met with Walgreens pharmacy reps regarding availability and costs for Hep B vaccine
- Attended Central IN Employment Law luncheon with Amy Lacy, Director of Finance & Records – Topic: *Sexual Harassment* - Kightlinger & Gray
- Attended *Cyber Security* webinar sponsored by Nationwide
- Attended *13 Lucky Tips and Insights - 2018 Compliance Outlook* webinar sponsored by Assured Partners
- Met with Nick Clemons to complete an INPRS audit for the 77 fund participation
- Attended Benefits Committee meeting.
- Met with Assured Partners representatives to discuss renewal benefits and open enrollment
- Worked with Good Impressions Printing for stationery and business card orders
- Began work with insurance for new employee booklet that can be ready for open enrollment