

## Administration Report: November 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.
- Worked on the 2018 Town of Zionsville Wastewater Budget Proforma.
- Along with Mayor Haak, met with Aaron Stoner of Enterprise Fleet Management to look at possible management opportunities for the Town's vehicle fleet.
- Met with Mark Adam of Crowe to discuss LIT allocation.
- Met with Mayor Haak, Superintendent Lantz and representatives of MetroNet to discuss communication and recent gas line strikes.
- Met with Finance Director Lacy and Deputy Director Kleindinst to discuss transition area trash service mass mailing.
- Met with Superintendent Lantz and Elm Lane homeowners to discuss status of Elm Lane.
- Met with Mayor Haak and Park Board President Edmondson to discuss various topics.
- Met with Mayor Haak, Communications Director Vela and elected officials from the City of Angola to discuss reorganization.
- Met with Mayor Haak and Tom Casalini to discuss downtown enhancement ideas.
- Met with Mayor Haak, Finance Director Lacy and representatives of Ray's Trash to discuss trash and recycling service to transition neighborhoods.
- Attended Mayor's Night In.
- Met with Mayor Haak, Superintendent Lantz, Planning & Economic Development Director DeLong and Bill Soards of AT&T to review a small cell facilities license agreement.
- Attended farewell open house for departing Stormwater Manager Gavin Merriman.
- Prepared year-end Additional Appropriation Resolution containing items for several Departments.

#### Sue Jones/HR

- Worked with Paul Brown - Kronos - Affordable Care Act (ACA)
- Attended Nationwide webinar – *Retirement Costs for Healthcare*
- Worked with employees regarding end of employment and completed Exit paperwork including COBRA processing information
- Continued to work with Kronos to get Employee forms prepared for online use
- Attended Assured Partners webinar – *Understanding Basics of Health and Welfare Plan Document Requirements*
- Worked with employee regarding insurance coverage information and use while on military leave
- Worked with Street Dept to post open position for Asst Supt of Stormwater
- Compiled and sent information concerning HR and Insurance data going back to 2007 for Opioid Litigation case.