

Administration Report: June 2019

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 Fall Creek Township Trustee Steve Thompson to discuss reorganization efforts between Fall Creek Township and the Town of Middletown.
- Met with Mark Thune regarding a drainage concern in the Thornhill neighborhood.
- Met with Planning and Economic Development Department to discuss banners and temporary signs.
- Along with Mayor Haak, met with Laurie Christie of HWC for project update.
- Worked with IT Director Rust on DropBox use for Town Council meeting packets.
- Met with IT Director Rust regarding staffing in the IT Department.
- Conference call with Ray's Trash to discuss holiday pickup dates.
- Along with Park Board member Tim Cassidy and Park Superintendent Dickey, had a teleconference with the DNR to discuss trails grant application/process.
- Met with Finance Director Lacy and Insurance Rep. Todd Settle to discuss Worker's Comp. Insurance estimates for the 2020 Budget.
- Along with Mayor Haak, conducted mid-year reviews for Department Managers.
- Along with Mayor Haak and Communication Director Vela, met with representatives of the Zionsville Cultural District to discuss recent projects and future efforts.

Sue Jones

Employment:

- Processed: 7 New Hire; 5 Resignations; 3 part time to full time changes
- Processed paperwork for COBRA, prepared mailings/costs 6 New Hire and 2 resigning employees
- Completed background info and processed
- Worker's Comp and Short Term Disability

New Hire Policy: Met with Finance & Records and Payroll to continue the discussion regarding a new hire policy – to include checklist, job description sign off, offer letters, etc. The packet was presented to the mayor and deputy mayor and sent for legal review.

Insurance:

- Continued discussion with medical trust and current insurer regarding final costs and coverage
- Met with mayor, deputy mayor and ZFD chief Beam to determine the final coverage
- Consulted with C. Belnap of Assured Partners to complete the *2019-2020 Benefits Enrollment Guide* – content and assembly
- Worked with IT <https://youtu.be/M-hUG768MxA> and Payroll to set up Employee Enrollment Meeting; coordinated speakers, placed on YouTube for EE use
- Sent renewal costs, *Summary of Benefits and Coverages*, *2020 Benefit Guide* to all employees prior to the Employee Enrollment Meeting
- Sent Pharmacy changes to all employees