

Administration Report: September 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.
- Meeting with staff and consultants to discuss Park and Street/Stormwater Bond Issue process.
- Meeting with Mayor Haak, Finance Director Lacy and Crowe regarding the proposed 2020 Town of Zionsville Budget.
- Continued to work with staff and Crowe to finalize the draft 2020 Town of Zionsville Budget.
- Met with Mayor Haak, Planning and Economic Development Director and representative of the Indy Chamber to discuss Chamber initiatives.
- Attended the Budget Workshop with Management staff and the Mayor.
- Met with HR Jones, Finance Director Lacy, and Robin Roscoe of IPEP.
- Met with the Mayor and representatives of Regions Bank to discuss banking opportunities for the Town.
- Met with Finance Director Lacy, Deputy Director Eggars, and Consultant Kristen Deutsch to discuss Payroll and Salary Ordinance review.

Sue Jones

- Met with and completed paperwork for FMLA, STD and voluntary disability coverage for 3 employees
- Working with payroll, we were able to complete and process the Coordination of Benefits for 100% of our insureds
- Met with Assured Partners associates, as well as Virak Nhek of their analytics team, and Deputy Chief Beam of ZFD for a Health Data Analytics Review. Discussed future changes and improvements that can be made to our coverage to reduce spend
- Telephone conference with A. Alsup from IPEP concerning setting content for a department managers workshop for Worker's Comp.
- Completed and filed by Sept 30 the EEO-1 Component 2 data for 2017-2018
- Delivered annual disclosure Creditable Coverage Notices to eligible individuals affected by our prescription drug coverage plan
- Met with our liability carrier, Dir of Finance and Records, Deputy Mayor Mitro, and R. Roscoe of IPEP
- Attended a Financial Planning webinar sponsored by Nationwide
- Completed New Hire orientation with 2 employees.