

Administration Report: March 2017

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.
- Assisted in preparation of the Monthly e-newsletter.
- Prepared Town Council meeting packet and distributed to Council and staff, as well as the agenda to the media.
- Prepared the following documents: Additional Appropriation Resolution,
- Along with Mayor Haak, conducted bi-weekly legislative update conference calls with Lobbying staff at Barnes & Thornburg.
- Attended tours of the new Town Hall facility with staff and members of the Council and Zionsville Chamber Commerce.
- Toured the Rail Trail Gardens property with the Mayor and Departmental staffs of the Street and Stormwater and Parks Department.
- Developed 2017 Goals for Deputy Mayor with Mayor Haak.
- Participated in charrette process for the master planning of the Overley/Warman property.
- Attended meeting with staff, the Mayor, and representatives of BLN, the Zionsville RDC, and Baptist Homes of Indiana to discuss the Bennett Parkway extension project.
- Met with Keith Lash of CalAtlantic and Planning and Economic Development Director DeLong to discuss possible residential development of the Roland Dick property on West Oak Street.
- Met with Park Board President Abel, Park Superintendent Dickey and gold pro Mary Rabb to discuss ideas for a woman's golf league and possible teaching opportunities at the Zionsville Gold Course.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

Processed: 9 Community Room Requests

Internal: 15 New Hire Orientation; 26 Change of Status; 5 Verification of Employ/Salary; 2 STD; 1 FMLA

- Meetings attended:
 - JA Benefits representative regarding employee wellness education, voluntary benefits coverages, and coordination of benefits.
 - George Lauck of Assured Partners; Director of Finance and Records, Amy Lacy; and Deputy Mayor Ed Mitro regarding self-insured funding options for medical insurance costs and claims
 - Amy Lacy and I met with Assured Partners brokers and Auxiant Health representatives to meet our new account managers.
 - Webinar re: 2017 Insurance and Legal changes on the horizon sponsored by Assured Partners
 - Spring IMPACT meeting (Associate Group from Aim), Discussions included: Leadership Training, E-Verify updates, & Health Care Cost Containment Strategies
 - Conference call with our Nationwide representative to set training meetings.
- On March 20, completed Orientation for 12 new firefighters and 1 new hire police officer. Processed all federal, state, payroll and insurance paperwork and information.