

Administration Report: April 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 Resolution2 (2),
- 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.
- Along with Mayor Haak, met with Cynthia Young and representatives from the SullivanMunce Museum to tour the facility.
- Continued to work with Heather Willey and various staff members regarding relocation assistance for mobile home owners within the Zionsville Mobile Home Park.
- Met with Johnathan Isaacs (M/I Homes), Bo Leffel, and Planning and Economic Development Director DeLong to discuss several Zionsville properties for potential development.
- Continued work on completing the transaction to purchase the Rail Trail Gardens property.
- Attended the following Meetings:
 - Town Council Meeting (2)

Sue Jones/HR

- Processed: 5 Community Room Requests
- Internal: 5 Orientation for new EEs, 24 Change of Status, 11 COBRA (New Hire), 5 Verification of Salary/Employ, 5 Workers Comp, 1 STD, 11 Sent Summary of Benefits & Coverages and Mandatory Notices
- Completed several surveys for various State and Federal Departments:
 1. 2017 US Dept of Commerce – 2017 Census of Governments, Survey of Public Employment & Payroll
 2. 2017 Aim (formerly IACT) Annual Survey for Salary and Benefits for Towns over 2000
 3. Dental / Vision Survey for Reliance
- Attended webinar re: Violence in the Workplace - sponsored by Crawford Advisors, Anti-Harassment - sponsored by Assured Partners.
- Attended internal Benefits Committee meeting.
- Met with Assured Partners reps:
 1. regarding various call in medical coverage options and costs
 2. Regarding voluntary benefit providers for possible coverage options – dependent coverage for life; orthodontia and increased dental for renewal