

Administration Report: May 2014

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Joseph McDonough of American Legal Publishing Corporation on codifying the Zionsville Town Code.
- Met with representatives of Pulte Homes to discuss revisions to Pulte's "the Crossing" project at CR 875 E and Whitestown Road.
- Attended third Certified Public Manager class in Fishers.
- Met with David Rausch to continue work on the Town Hall Space Study.
- Met with Councilor Mundy and representatives of the Zionsville Chamber of Commerce Downtown Committee to discuss a proposal for an event street closure policy.
- Met with representatives of TADI, BDI, Planning and Economic Development Director DeLong and EDC President Edwards to review first draft of the Downtown Zionsville Market Study and Parking Analysis.
- Met with Street and Storm Water Superintendent Lantz, Planning and Economic Development Director DeLong and a representative of VS Engineering to begin work on ADA Plan.
- Met representatives of Buckingham Companies to discuss trail connection to the Quail Run Apartment expansion project.
- Attended webinar held by Fifth Third Bank to review potential on line use of credit card payments for Town fees/services.
- Worked with Councilor Papa, Perry Township attorney Dave Truitt and BLN on various aspects of the proposed reorganization of Perry Township and the Town of Zionsville.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Town Council Special Meeting

Sue Jones/HR

Processed: 8 Community Room; 10 Special Events

Internal: 4 Verification salary/employ; 5 Orientation; 14 Change of Status; 4 Insurance Tracking; 3 Worker's Comp; 6 INPRS; 1 FMLA; 2 STD

- Made required changes to COBRA General Notice and the COBRA Election Notice forms
- Attended Webcast sponsored by the Chamber – 2014 HR Needs
- Attended IMPACT quarterly meeting at the IACT office downtown. The meeting included a roundtable discussion of benefits, insurance changes – including employer costs and cost-saving options, pre-employment screens, and payroll status checks /changes.
- Attended several meetings with Neace Lukens and Councilor Mundy regarding health/dental insurance renewal as well as our coverages for STD, LTD and Life coverage. Looked at various policies - comparing costs, coverage and logistics of clinic, self-funded, etc. Renewal choices are not definitive at this time.
- Continue to work with payroll, IT, and ADP to get HR system running.
- Processed: 12 Community Room; 7 Special Events; Internal: 2 Verification salary/employ; 3 Orientation; 1 Exit Interview; 17 Change of Status; 3 COBRA – new hire or end employ; 8 Insurance Tracking; 1 Worker's Comp
- US Dept of Commerce – completed the *2014 Annual Survey of Public Employment and Payroll*
- Interpretive Naturalist - Sent response letters to all applicants and interviewees and background paperwork to candidate
- Met with Gary Henriott with the IACT Medical Trust – overview of the trust plan and advantage to the municipalities that the trust fund covers
- Sponsored Jay Snyder with Washington National (a voluntary coverage offered to our employees) over a 2 day period
- Met with Neace Lukens representatives and Councilor Mundy re: benefit renewal
- Attended seminar sponsored by Assured Partners - *ADA and Managing Employee Leave*
- Completed revisions (Employee Health and Safety) to the *Employee Policy Handbook* and provided a copy of revisions to all employees – maintain sign off and read receipt records.