

## Administration Report: July, 2012

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the July 26 meeting of the Economic Strategic Plan Working Group.
- Worked with Steve Russo and IT Director Rust to update content to the Town of Zionsville website.
- Worked with Sue Jones, Edgar Marty of Crowe Horwath, and Councilor Mundy on the development of a Salary Administration Policy for the Town of Zionsville.
- Prepared draft Administration, Food & Beverage and Council budget requests and developed Town Budget summaries and work sheets for upcoming budget work sessions.
- Conducted mid-year performance reviews with Town Management staff.
- Met with Paige Gregory, Clerk Treasurer Yeo, and Fire Chief VanGorder to discuss Fire Territory/DLGF issues.
- Met with Colin Marioano to discuss the Town Council Strategic Plan.
- Worked with Fire, Police, Planning and IT Departments to develop an enforcement and complaint tracking system for violations of the Town Executive Order/Watering Ban.

Drafted the Following for Council consideration:

- Resolution – Fiscal Plan for Reclassifying Areas within the Consolidated Town from the Rural to Urban Service District.
- Resolution to Transfer Funds from the General Fund to the Union Township Emergency Fire Loan Fund

Attended the following meetings:

- Town Council Regular Meeting
- Redevelopment Commission Meeting
- Town Council Agenda Planning Meeting
- Economic Strategic Plan Working Group Meeting

#### Sue Jones/HR

Processed: 10 Special Events; 18 Community Room Requests

Processed Internal: 4 Orientation Meetings; 3 Termination Paperwork; 3 Employment Applications  
2 Employment Verifications; 2 Incident Reports; 1 FMLA paperwork; 1 STD;  
2 Unemployment protests submitted (Non-EEs)

Submitted several letters to current and former insurance companies for employee changes that occurred that pertained to 'open enrollment'. Also, requested deductible reports from UHC that can apply to the new Advantage coverage.

Worked with Caring Hands campers and sponsors on the Town Hall project. The campers cleaned up and mulched the turnaround area by the fire department entrance. The campers made us stepping stones which will be incorporated in the final garden.

Attended webinars:

1. Indy SHRM – legal changes for HR in the State of IN (legislative change)
2. Neace Lukens (Insurance broker) – Affordable Care Act, coverage and changes.

Completed several Excel spreadsheets for payroll and Advantage insurance to get all EEs enrolled with the proper coverage, deductibles, and payroll deductions. Worked with Lisa in payroll to get everything ready to enter.

Completed the Anti-Nepotism form for employees. This will become part of the orientation packet for all employees.

Spent much time with employees discussing various aspects of our new insurance coverage.

Insurance memo to all employees to go out with payroll.