

Administration Report: July 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.
- Attended fifth Certified Public Manager class in Fishers.
- Met with David Rausch to continue work on the Town Hall Space Study (Study has been completed).
- Worked with Angie Steeno and Mark Adam of Crowe Horwath and Clerk-Treasurer Yeo to develop timeline for 2015 Town of Zionsville budget.
- Worked with Angie Steeno and Mark Adam of Crowe Horwath to complete DLGF Report for the RDC.
- Worked with RDC President Luke Phenicie to develop the draft 2015 RDC Budget.
- Met with Planning and Economic Development Director DeLong and Nick Churchill of Pittman Partners to discuss development potential for the former Harding property on Zionsville Road.
- Worked with Councilor Mundy, Fire Chief VanGorder and HR Sue Jones to revise a portion of the Town's health insurance program.
- Met with Planning and Economic Development Director DeLong and Keith Lash of Ryland Homes to discuss development potential for the Warman property on Zionsville Road.
- Completed mid- year performance reviews – Town Manager.
- Met with Management Staff and representatives of ZCS to discuss and review upcoming construction projects planned by the School Corp. for Pleasant View Elementary and the High School campus.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Regular Plan Commission Meeting

Sue Jones/HR

Sue Jones

Processed: 11 Special Events; 8 Community Room; 6 Gazebo

Internal: 7 Verification of Employ; 34 Change of Status; 2 FMLA; 2 STD

- Open Enrollment: Worked with Council, insurance brokers and employees to complete our 2014 Insurance Open Enrollment package and process. This included meetings to complete and/or revise our coverage; open enrollment meetings with employees to convey and explain the various changes – particularly changes that affect the HSA contributions for HDHP coverage; compilation of cost change information for the town and employee; and completion of paperwork to the Town's broker and insurance carrier. Worked with Town Council and managers to complete last minute changes to the HSA contributions and to inform all town employees.
- Completed insurance change info to those enrolled in our COBRA plan. Completed the cost/coverage changes for COBRA recipients and mailed to home address(es).
- Proofed and had the *Town of Zionsville Benefit Choice* booklets printed. Included several required notices for the year.
- Currently working to complete the insurance coverage and cost changes that need to go through payroll.