

## **Administration Report: June, 2012**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the June 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.
- Attended Budget Workshop conducted by Paige Gregory of HJ Umbaugh for the Town Council and Management Staff.
- Worked with Sue Jones and Edgar Marty of Crowe Horwath on the development of a Salary Administration Policy for the Town of Zionsville.
- Met with Richard Keenan and John Datillo of Hoosier Village to discuss long range plans for the facility.
- Met with IT Director Rust and Sue Ritz of Boone County Senior Services to work out logistics of a satellite office for the agency in Town Hall.
- Met with Dan Holland of Buffalo Wild Wings restaurant about possible locations for a Zionsville location.
- Attended a budget workshop meeting with representatives of the Zionsville, Whitestown, the Hussey-Mayfield Library and Zionsville School Corporation.
- Met with Nathan Messer of the Whitestown Park Board to discuss the Park Impact Fee Study process.
- Met with Thomas Ordway of Duke Energy to discuss power pole replacement project in Zionsville.
- Met with Councilor Mundy and Street Department Superintendent Lantz to review revised designs for the First Street Enhancement Project.

#### Drafted the Following for Council consideration:

- Resolution – Fiscal Plan for Reclassifying Areas within the Consolidated Town from the Rural to Urban Service District.
- Resolution Authorizing the Investment of Public Funds
- Resolution – Interlocal Agreement for the Investment of Public Funds
- Re-Appropriation Resolution – Mid-Year Budget Rectification
- Additional Appropriation Resolution – Update of the Road Impact Fee Study
- Additional Appropriation Resolution – Code Enforcement Funding
- Additional Appropriation Resolution – Funding Zionsville's portion of a County-wide Water Study

#### Attended the following meetings:

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

Sue Jones/HR

Processed:	12	Special Events
	13	Community Room
	4	Informational Meetings with community service organizations
Processed Internal:	3	Orientation meetings (new EEs)
	6	Salary/Employment verifications
	5	Employment Applications
	6	WC Claims
		Closed EEOC case
	16	Change of Status

Scheduled and held 6 insurance meetings to explain and enroll all fulltime Zionsville employees for the new coverage that begins July 1. ZFD was able to reach firefighters by remote: and ZPD scheduled evening and early a.m. meetings. Insurance representatives from Neace Lukens, Advantage Health, Reliance Standard (dental, STD, LTD, & Life), were in attendance; as well as PNC representative to explain Health Savings Accounts.

*Your Benefit Choices* brochure was distributed to all employees at the insurance meetings. Continue to work with Neace Lukens and Advantage Health Care to get a *Member Quick Reference Guide* web-based version for future reference / employee orientation. (The web version has been sent back to their IT for minor changes.)

Met with Dahna Saunders & Valerie Romberg of PNC, and John Yeo, & Lisa Pendleton to set up a procedure and timeline to enroll employees in town HSA account and coordinate with payroll system.

Worked with Valerie Romberg of PNC to set up one-on-one employee meeting times for HSA queries.

Compiling information in an employee census spreadsheet that can be used for enrollment, payroll deductions, EE/ER cost sheets.

Held phone conference with Reliance Standard to make minor changes to our dental policy so the Town will be able to enroll employees for full coverage, rather than reduced coverage at open enrollment; and added Section 125 clause.

Worked with both Colonial and Washington National to reconcile payroll deduction issues..

Met with Ed Mitro and Edgar Marty, Crowe Horwath LLP, regarding the incorporation of employee performance into the Town salary administration process. Met at a later date with Edgar to review our 2011 Salary Comp survey procedure and results, how results were obtained and how by using the data that we have we can establish procedure to set the salary range for all positions.

Worked with Ed Mitro to determine which 2010 census blocks currently comprise our TC Districts in preparation for redistricting.