

## Administration Report: June, 2013

### ADMINISTRATION ACTIVITY:

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with RDC member Luke Phenicie to reconfigure the line items for the RDC budget and develop a tracking template.
- Participated in several discussions regarding the PNC Bank properties.
- Continued work on assembling materials for the 2014 Budget process.
- Attended the Town TAC meeting to discuss the PUD zoning petition and Development Plan Approval Petition for "The Farm" development on US 421 and Sycamore Street.
- Met with RDC President Mark Plassman to set the agenda for the June 24, 2013 RDC Meeting.
- Met with Planning and Economic Development Director DeLong and representatives of Brenwick to discuss development potentials.
- Met with Planning and Economic Development Director DeLong, Wastewater Superintendent Mackey and a representative of Pulte Homes to discuss development potentials for properties located at CR 875 E. and Whitestown Road.
- Met with Jim Longest of BLN to discuss altering the scope of the Bloor/Cruise/Ford Road intersection project.
- Met with Clerk-Treasurer Yeo and Todd Settle (Zionsville Insurance) to discuss insurance costs for 2014.
- Conducted mid-year performance reviews for management staff.
- Along with Council President Papa, attended Dart Controls 50<sup>th</sup> Anniversary Celebration.

#### Drafted for Consideration:

- Additional Appropriation Resolution – Police Officer

#### Attended the following meetings:

- Town Council Regular Meeting
- Town Council Special Meeting
- Town Council Agenda Planning Meeting
- Town Council Executive Session
- Redevelopment Commission Regular Meeting
- Economic Development Commission Regular Meeting
- Zionsville Architectural Review Committee Regular Meeting
- Council Finance and Administration Committee Meeting
- Council Constituent Relations and Communications Committee Meeting

#### Sue Jones/HR

Processed: 7 Special Events / amendments; 9 Community Room Requests

Internal: 24 Change of Status; 4 COBRA coverage information; 3 Worker's Comp; 2 Change of Address; 3 Employee Orientation Insurance

June is open enrollment month for insurance for all town employees. Several related activities were completed:

- Proofed and printed the *Zionsville Employee Benefit Choices* booklet
- Held three open enrollment meetings for employees – attended by insurance representatives and brokers. Individuals were able to meet with representatives to discuss appropriate changes for their circumstances.
- Worked with Reliance Standard representatives to add a Class III to our life coverage so those employees who wished to do so could waive coverage over \$50 K.
- Completed waiver form.
- Set up imputed income table for all employees
- Completed cost chart for the new health coverage – chart includes town and employee tier costs.
- Revised employee Pre-tax Deduction form
- Completed insurance changes with all carriers for renewal and open enrollment

Met with Nationwide representative to work on schedule for INPRS (PERF - civilian and 77) and Nationwide to hold a joint meeting at Town Hall in early fall

Worked with Reliance Standard on Death Benefit claim.

Met with LegalShield representatives to discuss their product.

Worked with payroll to calculate employee part time hours to determine who would be regarded as FT for health care reform (PPACA). Met with legal and ZFD to determine options for insurance coverage changes.