

Administration Report: March, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Worked with American Structurepoint to prepare for the March 22 meeting of the Economic Strategic Plan Working Group.
- Worked with Bryan Stumpf and Councilors Haak, Papa, and Mundy on completing revisions/updates to specific Planning Department job descriptions.
- Coordinated with American Structurepoint on a number of planning projects and inquiries in its contractual role as interim planning director (Bryan Stumpf and Chris Hamm).
- Worked with Colin Mariorano of Strategy Worx to provide background materials for the Town Council Strategic Plan.
- Met with new EDC Commissioner Renee Gallagher to provide background information on the EDC.
- Met with Andrew Wood with the Boone County Election Board to discuss council re-districting.
- Met with Park Board President Phil Howard and Park Superintendent Matt Dickey to complete Matt's 2012 Performance Goals and Objectives.
- Worked with Police Chief Knox, Captain Gauthier, and HR Jones to revise the Town of Zionsville Employee Handbook to create 12 hour shifts/floating holidays for police officers
- Met with Fire Chief VanGorder and IT Director Rust to discuss fiber optic installation to connect to the Zionsville Community School's (High School) network.
- Met with Street Superintendent Lance and Councilors Mundy and Hopper to review revisions to the First Street Enhancement Project design.
- Attended the Boone County Senior Services Focus Group on March 29.

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Outstanding invoices from Christmas in the Village
- Amendment to the Town of Zionsville Employee Handbook – 12 hour shifts/floating holidays for Police Officers

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Special Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Meeting
- Economic Development Commission Meeting
- Economic Strategic Plan Working Group Meeting
- Town Council Executive Session(2)
- Safety Board Meeting
- Architectural Review Committee Meeting
- Board of Police Commissioners Meeting

Sue Jones/HR

Processed: 7 Special Events
12 Community Room Requests
INTERNAL
12 New Hire Orientations – 6 PT, 6 FT
22 Change of Status
Application/resumes for Director of Planning, inspector, street dept
COBRA sent to all FT new hire
FMLA – new request
New Hire paperwork for insurance, federal, state, town
2 insurance complaints with United Healthcare – both are resolved

Met with representatives from Neace Lukens; Councilors Mundy and Ulmer, Dept Managers/ representatives for mid-year insurance review. Discussed forecast and strategies for the upcoming renewal. As a follow up to that meeting:

- revised an employee/dependent insurance census for Neace Lukens
- working with insurance representatives and ADP to complete a 125 Fund form (for employee use) that is workable for all

Met with Don Carr of Tuxedo Brothers, Doug Gauthier, Alex Paluka event coordinator to make revisions to routes, times, and details for a 5K Run (special event) through the village area.

Several phone conferences with employee, INPRS representative and Clerk Treasurer Yeo to rectify a funding error. Resolved.

Completed IACT 2012 *Salary, Wage, and Fringe Benefit Survey* for the Town – results are usually posted by start of 3rd quarter.

Met with Mindy Anderson of Employee Benefit Solutions of Indiana, Inc. re: insurance reforms and how we as a town can adapt to comply with those changes. Discussed how the review process for renewal could work through EBS

Attended webcast sponsored by United Healthcare regarding pharmacy changes and changes to the Prescription Drug List (PDL).