



## **2012 YEAR END REPORT ADMINISTRATION / HR**

### **ADMINISTRATION**

#### **Edward Mitro**

- Worked with Councilor Mundy, Town staff, and Crowe Horwath to create a Salary Administration Policy and Procedure for the Town of Zionsville (completed in July).
- Replaced boiler system for the community room and Beverly Harves Meeting Room sections of Zionsville Town Hall.
- Assisted the Zionsville Redevelopment Commission in putting together an economic incentive package for Fed-Ex and the development of the Ripberger Industrial Park.
- Completed 2012 budget process, coordinating with the Council, Town Management Staff, Clerk-Treasurer and and HJ Umbaugh.
- Began work/assisted on the updating of the Town's Road Impact Fee Study.
- Completed work with Russo Communications and IT Director Rust on updating several portions of the Town website.
- Assisted the Zionsville Economic Development Commission, its consultant American Structurepoint, and the Working Group in the Development of an Economic Strategic Plan for the southeast portion of the Town of Zionsville (Plan adopted by the Town Council on September 4).
- Oversaw the restructuring of the Town's Planning Department into the Department of Planning and Economic Development. Hired new director and building inspector for the Department. Assisted new Director of Planning and Economic Development Wayne DeLong with Departmental matters and transition into his new role.
- Developed Goals and Objectives for Department management staff and provided performance review.
- Assisted on the preparation of the Monthly Town E-Newsletter.
- Completed the re-districting process to re-draw the Town's five Councilmanic Districts (no impact to the At-Large Districts).
- Coordinated the location of a satellite office for Boone County Senior Services, Inc. in Zionsville Town Hall.
- Completed a fiscal plan for the rural/urban service district process and coordinated aspects of the transition of areas from the rural to the urban service district (trash/recycling service, neighborhood HOA meetings and notifications to property owners).
- Prepared Fiscal Plan for the Eastern Worth Township Annexation and prepared and mailed certified notice to approximately 350 property owners.

**Sue Jones**

Processed: External  
101 Special Event Requests; 145 Community Room Requests

Internal

Change of Status, Applications / Resumes (respond to all inquiries), Orientation / New Hire; COBRA; FMLA; Disability; Workers Comp; DWD

Insurance: 2012 saw change to the insurance the Town offered to employees.

- Health coverage changed from a PPO to either an HMO, or a HDHP with an HSA. Worked with brokers and committee to reach a decision that hopefully will benefit all employees.
- Updated census and payroll paperwork precipitated by the coverage change.
- Held Insurance Meetings that were open to all employees – purpose was to explain the new health coverage, HSA information, and refresh all employees on current dental and disability programs
- Stayed on target with compulsory paperwork to federal/state entities.
- Distributed employee information and notices.
- Worked with Advantage to complete and distribute *Creditable / Non-Creditable Coverage Notice for Prescription Drugs* to all employees.
- Met with PNC representatives to set up HSA for employees who opted for the HDHP (High Deductible Health Plan)
- Completed form to choose 125 plan options

INPRS: Authorized users and completed 4 training sessions for the change to INPRS from PERF and PERF 77. Began using the new system in October when the state completed their processing.

Attended IMPACT Conference and various one day HR seminars and webinars sponsored by IMPACT and IndySHRM. (Social Media for Municipal Government, Background Check, Drug Testing, COBRA, Affordable Care Act, Employee Policy Handbooks – required changes, EEOC – Fair Pay Act, and several other pertinent HR subjects and law changes.) Remain on the IMPACT Executive Board.

Worked with Neace Lukens to complete *Your Benefit Choices* – booklet that explains the benefits the Town sponsors for our employees. Ended the year working with Neace Lukens on a compliance dashboard that will track our various coverages and inform the Town and our employees on updated changes to our insurance and insurance law.

Completed approved changes to our *Employee Policy Handbook*.

Worked with various communities in this region to change and update our Special Events forms – new forms (including a new interactive form) will go to council for approval

Continued to work on projects with county and state – satellite voting, unemployment issues, IPEP (Worker comp), drug cards, and representation for Workforce Investment Board  
Continued to work with employees on various employment issues – PTO, FMLA leave, disability and worker compensation issues and leave, employee changes – addresses, insurance coverage, payroll, etc., and completed anti-nepotism form for new hire packet.

Set up standard procedure for tracking performance appraisal filings for all employees.

Continue to work with IT to make many of the employee forms interactive.