



2013 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION

Edward Mitro

- Completed revisions to the calculation of the Town's Sanitary Sewer Availability Fee which reduced the fee by half.
- Replaced interior and exterior signage at Town Hall to reflect current logo/branding. Town vehicles also received updated graphics.
- Assisted the Zionsville Redevelopment Commission in putting together the complex purchase of the former DOW property (now Creekside Corporate Park at Zionsville).
- Completed 2014 budget process, coordinating with the Council, Town Management Staff, Clerk-Treasurer and HJ Umbaugh.
- Completed work on the draft update to the Town's Road Impact Fee Study.
- Coordinated the RFP and interview process for choosing Barnes & Thornburg to provide Legal services for the Town of Zionsville for 2013-2015.
- Assisted the Zionsville Economic Development Commission, its consultant TADI/BDI and the Working Group in the Development of a Market Analysis and Parking Study for downtown Zionsville.
- Developed Goals and Objectives for Department management staff and provided performance reviews.
- Assisted on the preparation of the Monthly Town E-Newsletter.
- Prepared a revised Fiscal Plan for the Eastern Worth Township Annexation (annexation ordinance adopted by the Zionsville Town Council on _____).
- Assisted the RDC and Town Council in the payoff of the "Shell" parking lot.
- Assisted the RDC and Town Council in the purchase of the former PNC Bank branch and "Friendly" parking lot.
- Along with management staff, attended a two-day Leadership Training Seminar conducted by Strategyworx.
- Worked with Town staff and A & F Engineering in the development of a Corridor Study for Downtown Zionsville.
- Worked with Councilor Papa on the dis-annexation of certain properties from the Town of Whitestown to the Town of Zionsville per an Interlocal Agreement between the Towns of Whitestown and Zionsville.
- Worked with Councilors Ulmer and Mundy, RDC member Luke Phenicie and BCEDC Director Bryan Brackemyre to expand the RDC's Micro-Loan program.
- Fire Chief VanGorder, Police Chief Knox and Town Manager Mitro were all accepted into the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs. Courses began in March of 2014 and run monthly for the next year and a half.

- Major new developments announced or in progress in 2013:

Fed-Ex breaks ground
Bub's Burgers/South Main Street Development
Quail Run Apartment Complex expansion
Teay's Office Building
Hat World/Lids Corporate Headquarters relocation to Zionsville
"The Farm" mixed use development approved at Sycamore/116th Street and US 421.

Sue Jones, PHR

Coordinate / Respond to following Requests:

External: 90 Special Events
93 Community Room

Internal: 176 Change of Status (COS) reports and subsequent paperwork
Also completed paperwork for New Hire – Orientation; Disability and Worker's Comp reports;
COBRA; Unemployment issues; FMLA – paperwork to EE and schedules; annual OSHA reports;
Wage & Employment verification

Employee Benefits

1. Maintained the Employee Census for renewal and reporting purposes
2. Worked with Reliance Standard Dental to get a workable billing system for EE coverage
3. Monitored compliance obligations and mandatory notifications to employees by working through the NeaceLukens *Compliance* dashboard
4. Communicated Advantage Healthcare insurance and HSA changes to all employees through email or alternate system.
5. Sent the following mandatory notices to all employees: HIPAA; Creditable (or Non-Creditable) Coverage Disclosure; Women's Health Coverage; CHIP
6. Attended Open Enrollment meetings with council, insurance companies and departments.
7. Sent *Insurance Exchange Notice* to all employees by first class mail – mandatory mailing. The *Exchange Notice* has become a part of the orientation paperwork process.
8. Worked with Nationwide and INPRS representatives to hold Lunch & Learn seminars to define INPRS benefits and 457(b) plan offerings. Added meetings through Fire Dept. for PERF 77 employees
9. Continued to work with benefit carriers and INPRS to make revisions and employee changes as needed.

Government

1. Dept. of Homeland Security - Changed I-9 report forms and noted changes through the E-Verify system
2. Updated Mandatory posters for all departments.
3. FMLA and COBRA – updated all paperwork to reflect the changes for Patient Protection and Affordable Care Act (PPACA)
4. Dept. of Commerce – completed the *Annual Survey of Public Employment and Payroll*
5. Dept. of Labor – updated Child Labor Law information primarily for Park Dept. employees – sent new information and forms to Nature Center and Golf Course
6. Completed the EEO-4 Survey for the EEOC
7. Completed and posted OSHA report
8. Completed the *Center for Medicare and Medicaid Services Disclosure*
9. Dept. of Workforce Development (DWD) – worked to complete, clarify or dispute UI coverage and costs.

10. IN DWD – completed/filed the *Occupational Employment statistics Report for State/Local Government*
11. Met with Town and department managers regarding ADA/Section 504 Grievance Procedures. Changes are in the process of being made to Employee Policy Handbook and Employment Application.

Other:

1. Revised interactive forms for: Community Room, Special Events, 125 Plan, Incident Report
2. Maintain contact and meeting calendars.
3. Completed draft for Social Media
4. Completed 2013 Comp Survey
5. Attended IMPACT quarterly meetings and Annual conference – completed term on executive board.
6. Attended various webcasts and seminars for HR – several having to do with the insurance changes and PPACA.
7. Met with representatives for various insurance and/or HR products.
8. Worked with INPRS to make various updates and employee changes to PERF & PERF 77.
9. Completed PHR recertification