

Administration Report: July 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Attended weekly "Town Hall project" meetings with CSO architects.
- Met with IT Director Rust and representatives of CivicPlus to continue work on development of a new Town website.
- Met with Gary Angstead to discuss an alley vacation petition in the Village.
- Worked with Angie Steeno and Mark Adam at Crowe Horwath to develop the draft 2016 Town of Zionsville Budget.
- Mid-year performance review conducted by Council President Mundy and Mayor Papa.
- Attended meeting on potential development of the Worman property (Zionsville Road).
- Met with several staff/Council members and representatives of Pittman Partners to discuss "The Farm" PUD at Sycamore St. and US 421.
- Drafted the following for Council consideration:
 - Additional Appropriation Resolution (Road Impact Fee reimbursement)
 - Re-appropriation Resolution (mid-year rectification)
 - Ordinance to vacate a portion of an alley.
- Attended the following meetings:
 - Town Council Regular Meeting
 - Town Council Agenda Planning Meeting
 - Redevelopment Commission Special Meeting

Sue Jones/HR

Processed: 10 Special Events; 8 Community Room

Internal Process: 26 Change of Status; 6 COBRA (general notification, loss of coverage, and end of employ circumstances); 3 STD claims filed; 7 HSA accounts added; 3 Employ verification; 3 Orientation of new employee

- Completed the Position Comparison Study for Brownsburg.
- Assisted Intern S. Dyer with the 2015 Salary Survey for the town.
- Attended 2 webinars with ADP regarding start for HR.
- Several phone conference and meetings with Auxiant, True Rx, and Neace Lukens representatives regarding changes and processing of our insurance. Most changes stem from going from being fully-insured to our current self-insured coverage at our open enrollment.
- Phone conference with ADP regarding payroll services and options.