

Administration Report: November 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Met with Wastewater Superintendent Cook to work on the 2016 Wastewater Department/Utility Budget.
- Developed proforma for the Wastewater Department budget.
- Worked with Planning and Economic Development Director DeLong on re-appropriations for the RDC budget.
- Met with Fire Chief VanGorder and Planning and Economic Development Director DeLong to review Zionsville Road water line agreement.
- Began year-end Performance Reviews with Town Management staff.
- Prepared the following documents for Council consideration:
 - Four Additional Appropriation Resolutions
 - Re-Appropriation Resolution
 - Arbor Week Proclamation
 - 2016 Schedule of Meetings
 - Amendment to the 2016 Salary Ordinance
- Attended the following meetings:
 - Town Council Agenda Planning Meeting
 - Town Council Meeting
 - Redevelopment Commission Meeting

Sue Jones/HR

Processed: 2 Special Events; 9 Community Room

Internal: 13 Change of Status; 6 Verification of Employ/Salary; 2 COBRA New Hire; 1 Orientation; 1 Short Term Disability; 1 FMLA

- Completed the set up with ADP, Foster Thomas, and payroll for employee Medical Coverage and Affordable Care Act (ACA) 1095-C and 1094-C filing for 2016. All employees will be noticed for 1095-C implementation in mid-December and 1095-C forms will be distributed on or about Feb 1, 2016. 1094-C and 1095-C will be submitted to IRS.
- Set up informational Nationwide visits for town employees.
- Noticed IACT with the election results and elected official information.