

Administration Report: December 2015

ADMINISTRATION ACTIVITY:

Edward Mitro

- Attended bi-weekly "Town Hall project" meetings with CSO architects.
- Complete Year-end Performance Reviews for Town Management Staff.
- Met with Fire Chief VanGorder to review Zionsville Road water line agreement.
- Prepared the following documents for Council consideration:
 - Additional Appropriation Resolution
 - Amendment to the 2016 Salary Ordinance
- Attended the following meetings:
 - Town Council Agenda Planning Meeting
 - Town Council Meeting
 - Special Redevelopment Commission Meeting

Sue Jones/HR

Processed: 3 Special Events; 8 Community Room; 2 Gazebo

Internal Process: 58 Change of Status (COS); 3 Verification of Employ / Salary; 3 FMLA; 2 Short Term Disability; 4 COBRA

- Worked with Auxiant (insurer) and Assured Neace Lukens to calculate the reinsurance and the filing fees for PPACA. Completed the calculations and notified all department of costs.
- Continue to work with ADP and completed the set up for dental coverage filing and Imputed Income tax schedule.
- Noticed all employees regarding the 1095-C implementation – all calculations have been completed through ADP and are ready to be sent with W2s in 2016.
- Attended IMPACT webinar.