



2015 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION

Edward Mitro

- Completed the 2016 budget process (submitted by the Mayor), coordinating with the Council, Town Management Staff, Director of Finance and Records, and Crowe Horwath.
- Developed Goals and Objectives for Department management staff and provided performance reviews.
- Assisted on the preparation of the Monthly Town E-Newsletter.
- Fire Chief VanGorder, Police Chief Knox, Planning and Economic Development Director DeLong and Town Manager Mitro all successfully completed the first phase of the Indiana Certified Manager Program run through Ball State University's Bowen Center for Public Affairs. Graduation occurred in February of 2015.
- American Legal Publishing Company completed the re-codification of the Town of Zionsville Code of Ordinances in early 2015.
- The Zionsville Redevelopment Commission and Town staff continued moving forward in the development of Creekside Corporate Park of Zionsville.
- Began accepting credit card payments in the Department of Finance and Records for the convenience of Wastewater Utility and Planning and Zoning customers.
- Online traffic ticket credit card payment program (begun in 2014) gained popularity and usage in 2015.
- Upgraded financial systems to Key Fund software system from Keystone, streamlining work practices for the office.
- Restructured the Clerk-Treasurer's Office into the Department of Finance and Records, headed by the Mayor's appointed Director, Amy Lacy. The former Deputy Clerk position was replaced with a Chief Deputy Director position.
- Work continued throughout the year on the Town Hall design project with CSO Architects.
- Town Manager Mitro conducted "Council 101" meetings with most Council candidates prior the May 2015 Primary.
- HWC (Chris Hamm) led a working committee of town and business leaders through a charrette process for the redevelopment and use of the former PNC Bank and Friendly Parking Lot property owned by the Town in downtown Zionsville.
- Development of a new Town website (CivicPlus) – work continued throughout the year (site to go live shortly).
- The Town's first Mayor, Jeff Papa, was sworn in, as Reorganization of the Town of Zionsville and Perry Township became official after the Court of Appeals decision overturning the lower court ruling.

- Major new developments announced or in progress in 2015:

Quail Run Apartment Complex expansion completed

Hat World/Lids Corporate Headquarters continued construction. Town install sidewalks and ingress/egress lanes for the facility on Zionsville Road.

Vonterra subdivision approved on Zionsville Road

Hidden Pines subdivision approved on US421

Sue Jones, PHR

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| Processed: | 89 | Special Events |
| | 94 | Community Room Requests |
| | 19 | Gazebo |
| Internal: | 202 | Change of Status |
| | 41 | Verification of Employ / Salary |
| | 13 | STD |
| | 12 | FMLA |
| | 20 | COBRA (for new hire and term employ) |
| | 27 | Worker's Comp |

Insurance

- Completed an enrollment census of employees and dependents for insurance purposes, also included those employees who are not eligible for benefits because of employee status. For the healthcare reporting we must track all employees.
- Met with committee including our insurance broker, external healthcare experts, benefit managers, and employees of various departments to track and discuss coverage needs and requests, changes to coverage – including becoming self-insured, wellness programs and on-site clinics. Meetings led to the Town becoming self-insured and the addition of a third party administrator (TPA). The clinic option is still being considered.
- Personal Benefit Statements were completed for all employees prior to open enrollment
- Worked with our broker to complete revisions for *Your Benefit Choices* booklet that is distributed to all employees prior to open enrollment
- Worked with Advantage to complete our claims reconciliation.
- Due to the Town's change to self-insurance coverage, worked with our broker, our new TPA, and pharmacy representative to complete and process changes that affected coverage. Facilitated and corresponded information exchange between Auxiant (Town's TPA) and Town employees through employee meetings and correspondence
- Worked to complete and distribute our Summary Plan Description (SPD) to all employees.
- To remain compliant – all mandatory coverage information was compiled and distributed.
- Worked with the Town's TPA and broker to calculate reinsurance and filing fees for PPACA reporting; notified departments of cost
- Continue to work with employees regarding their individual insurance needs and coverage problems

Human Resource

- Worked with IT, Finance and Records Dept, and ADP support representative to add HR benefits module to current ADP payroll Workforce Now module. Implementation is complete for our health and dental benefits. More will be added.
- Completed implementation for reporting required under Section 6065 of IRS Code for 1094-C reporting.
- Attended a 3-day IMPACT (IACT – HR) conference
- Completed and filed CMS Disclosure Notice. Disclosure of creditable or non-creditable coverage was sent to all employees.
- Filed EEO4 Survey to Equal Employment Opportunity Commission
- Met with IPEP regarding safety issues and Worker's Comp insurance claims coverage
- Worked with our Nationwide representative to set up hours for presentation of coverage and informational workshops for employees
- Met with several vendors regarding voluntary coverage options and possibility of implementation
- Attended several webinars or day conferences sponsored by SHRM; IMPACT, IACT, HRCI. Continue to maintain and report certification requirements. Completed tutorials and received my SHRM-CP certification.
- Follow changes that can affect compliance and for state and federal employment regulations
- Make sure FMLA, disability, Worker's Comp and COBRA information and filing forms are distributed, complete and filed
- Complete orientation - process and file paperwork for all new hires
- Maintain up-to-date employment information and posters for all departments.

Community

- Worked with the Boone County Clerks' office to schedule Vote Center hours at Town Hall
- Set up flu clinic for employees and dependents. Also worked with Boone County to set up community Flu clinic here at Town Hall.
- Met with several different community organizations regarding special events and Community Room use at Town Hall
- Work with other Towns and Cities and organizations to share information including: various towns/cities, IACT, LTAP, and various informational sources including Chamber, Home Pages, etc.