

2018 YEAR END REPORT ADMINISTRATION / HR

ADMINISTRATION

Edward Mitro

- Completed the 2019 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 yearly performance reviews.
- American Legal Publishing Company completed an update to the Town of Zionsville Code of Ordinances in early 2018.
- The Zionsville Redevelopment Commission and Town staff continued moving forward in the development of the Town's Creekside Corporate Park of Zionsville.
- The Town worked on a needs and site study of the former Rail Trail Gardens property for future use as a location for the Street & Stormwater Department, Park Department, and Nature Center.
- The Town finished out the unused second floor area of Town Hall for use as expansion space for ZWorks (ZWorks2).
- Completed the process of transitioning areas of the Town from the Rural to the Urban Service Area.
- Held two "Mayor's Night In" events in May and November.
- Seake (Storen Financial and Zionsville Eyecare) broke ground on it new two story office building October 5 on lot #2 of the Town Hall PUD.
- Completed the process of selling bonds for the north-south connector and Zionsville Road street projects.
- Worked in cooperation with the School Corporation and Sheriff to provide SRO officers in all schools.
- Completed work on the pedestrian pathways and enhancement of the Zionsville Road bridge.

Sue Jones, PHR

Processed:	328	Change of Status
	24	Workers Comp
	27	Orientation
	13	Short Term Disability
	12	FMLA
	36	COBRA (Either new hire or termination of employ)
	41	Verification of Employ / Salary
		Complete Court Orders, Subpoenas, background check, unemployment, life insurance

Employee Benefit Committee – attended meetings through out the year with other members and worked with outside vendors to discuss various programs and possibility of claims cost reduction programs and relayed results to the committee.

Completed and filed:

- Aim Annual Salary Survey
- Survey of Public Employment and Payroll for US Census Bureau
- INPRS Audit
- HR / Insurance information for Opioid Litigation
- Worked with Dept of Finance and Records to update Employee/dependent Census for Insurance quoting
- PCORI fees – Completed IRS 720 forms for all employees

Due to the payroll change from ADP to Kronos we worked with all of our insurance carriers to make sure our coverages and changes were recorded by mid-year for open enrollment. Angie continues to work with new hires to set up payroll and complete online benefit enrollment.

Insurance:

- Processed 1095 B – C through Kronos. Distributed to all applicable employees
- Worked with Assured Partners to complete the updates for our *Summary of Benefits and Coverages*.
- Worked with Auxiant representatives to complete census feed corrections (Payroll system)
- Met with Assured Partners senior account representative regarding several policy amendments, received final amendments and distributed to employees
- Worked with Client Specialists from Assured to set up Insurance 101 class
- Set up flu clinic with Walgreens for employees and families
- Continued to meet with outside vendors in the insurance field to compare and note changes in the industry.
- Worked with voluntary insurance representatives to change vendors for voluntary coverage for disability, hospitalization, and family life policies
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Education:

- Attended several webinars and /or phone conferences regarding various HR topics sponsored by SHRM, Assured Partners, law firms and federal / state government, Kronos -payroll
- Attended 3 day IN State SHRM conference
- Met with IMPACT members (HR division of AIM) for quarterly state meetings and annual conference

Other:

- Maintained and updated mandatory postings and notices – governmental and insurance
- Attended meetings regarding Paid Volunteer Time Off
- Met with Deputy Mayor, Dept of Finance/Records, and Nationwide re: annuity choice changes to Nationwide
- Worked with public on an as needed basis.

