

Administration Report: December, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Conducted year-end Performance Reviews for the management staff.
- Met with Planning Director DeLong and Jeff Butz of Landscapes Unlimited to discuss the design of his business relocation.
- Attended the Willow Ridge Homeowners Association meeting with Councilor Mundy to discuss the transition of the neighborhood from the rural to the urban service district.
- Met with Council President Haak, Vice President Papa, and Richard Keenan of Baptist Homes of Indiana to discuss future development of Hoosier Village and future road extensions in the area.
- Met with Councilors Mundy and Hopper, Wastewater Superintendent Mackey, Planning Director DeLong and representatives of Hamilton Southeastern Utilities to discuss sewer service options in former Union Township.
- Met with Council President Haak and Julie Osborne of the Current newspaper to discuss 2013 goals and initiatives for the Town.
- Met with Wastewater Superintendent Mackey on personnel issues.
- Completed Fiscal Plan for the proposed Eastern Worth Township Annexation.
- Mailed 350 certified letters summarizing proposed Eastern Worth Township Annexation to all affected parcel owners.
- Continued to work with Calvin Davidson of Ray's Trash Service regarding service to recently transitioned rural areas into the urban service district.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Regular Meeting and Special Meeting

Sue Jones/HR

Processed:	2	Special Events
	5	Community Room Requests
Process Internal:	9	Salary/Employment Verification
	10	Change of Status
	1	Orientation
	2	INPRS Changes
	3	FMLA
	3	STD

Worked with ZFD / Advantage / Reliance Standard to get appropriate insurance coverage for: Employee military leave and Employee serious health issue.

Completed and sent all employees, who are on the HDPD, notification of health coverage changes effective January 1, 2013. Sign off is required and on file.

Consulted with DWD contact (Dennis Wimer) and the Work One representative (Lance Ratliff) regarding the implementation of the Workforce Investment Board that Zionsville will participate in. They will contact TC President Haak after the first of the year to set up meeting with WIB and Lebanon Mayor Lewis.