

## **Administration Report: November, 2012**

### **ADMINISTRATION ACTIVITY:**

#### Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Met with Council President Haak and Richard Keenan of Baptist Homes of Indiana to discuss future development of Hoosier Village and future road extensions in the area.
- Completed CPR training through the Zionsville Fire Department.
- Met with Council President Haak, Vice-President Papa and Matt Werner of the Times-Sentinel to discuss proposed Eastern Worth Township Annexation.
- Met with Fire Chief VanGorder to discuss Fire Department promotion process and recommendations.
- Met with Wastewater Superintendent Mackey on personnel issues.
- Met with Council President Haak, Vice-President Papa and representative of Krieg DeVault to audit legal services provided by firm for the Town of Zionsville.
- Met with County Assessor Lisa Garrafalo and Councilor Ulmer to discuss parcel questions regarding the rural to urban transition area.
- Met with Council President Haak, Plan Commission President Rachles, Director of Planning and Economic Development DeLong and representatives of Kroger to discuss possible location for new Kroger supermarket.
- Met with Councilor Schuler and representative of the Woodlands at Irishman's Run Subdivision to discuss the rural to urban transition of this subdivision.
- Worked with Police Chief Knox to rate new Lieutenant job position.
- Teleconference with Clerk-Treasurer Yeo, representatives of HJ Umbaugh and representatives of Standard & Poors to discuss bond rating for the Bennett Parkway extension and infrastructure project.
- Met with Director of Planning and Economic Development and representatives of Brenwick to discuss subdivision development in the northwest portion of Town.
- Met with Council President Haak, Vice-President Papa and Councilor Ulmer to discuss proposed Eastern Worth Township Annexation.
- Met with Fire Chief VanGorder and Captain Miller to discuss job descriptions.
- Met with Councilors Mundy and Hopper, Wastewater Superintendent Mackey and Director of Planning and Economic Development DeLong to discuss HSE correspondence.
- Met with RDC President Latz to go over year-end re-appropriations for the RDC budget.
- Completed Tree City Recertification application and submitted same to Indiana DNR.
- Met with IT Director Rust and Police Chief Knox on a personnel matter.
- Completed Fiscal Plan for the proposed Eastern Worth Township Annexation.
- Completed assembling 350 certified letters summarizing proposed Eastern Worth Township Annexation to be mailed 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.

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Year-end budget rectification
- Re-Appropriation Resolution – Year-end budget rectification.

Attended the following meetings:

- Town Council Regular Meeting
- Town Council Agenda Planning Meeting
- Redevelopment Commission Regular Meeting and Special Meeting
- Plan Commission Special Meeting
- Storm Water Utility Meeting

#### Sue Jones/HR

Processed: 4 Special Events; 8 Community Room Use Requests; 2 Lincoln Park

Process Internal: 9 Change of Status; 3 Insurance Packets sent; 1 FMLA (additional processing); 2 INPRS change; 5 New Hire Orientation; 2 STD; 1 Termination paperwork; 2 Application; 4 Verification of Employment

Collaborated with IACT to set up for IACT Roundtable event that was held in Zionsville.

Worked with employees to get information exchange, set time card, & payroll parameters needed for intermittent FML.

Continued discussion with Advantage regarding coordinated benefits for Military leave