

Administration Report: September, 2012

ADMINISTRATION ACTIVITY:

Edward Mitro

- Assisted in the preparation of the monthly e-newsletter.
- Continued work with Steve Russo and IT Director Rust to update content to the Town of Zionsville website.
- Attended stakeholder meeting for the Park Master Plan update.
- Worked with Landscapes Unlimited regarding the rezoning of a portion of the Ripberger property from Multifamily to Industrial.
- Met with Calvin Davidson of Ray's Trash Service regarding service to recently transitioned rural areas into the urban service district.
- Attended the Boone County Council's budget reviews.
- Met with Mike Casey to review additional Town services for the Willows subdivision (transition from rural to urban service area).
- Attend Regional Council of Elected Officials meeting with Council President Haak.
- Attended Road Impact Fee Study Committee meeting.
- Met with Dick Keenan to discuss future development of the Hoosier Village campus.
- Met with representatives of the Central Indiana Land Trust to discuss access to the "Browning Marsh" property.

Drafted the Following for Council consideration:

- Additional Appropriation Resolution – Event Center Study.

Attended the following meetings:

- Town Council Regular Meeting
- Plan Commission Meeting
- Redevelopment Commission Meeting
- Town Council Agenda Planning Meeting

Sue Jones/HR

Processed:	8	Special Events
	11	Community Room
Processed Internal:	5	Employment Verifications
	11	Change of Status
	5	Employment Applications
	1	Incident Report

- As a follow-up from last month - received and distributed Indiana Drug Card and pertinent information to all departments, Chamber of Commerce, and various merchants.
- Began compilation of next years Schedule of Meetings
- Updated the *Application for Employment, New Hire Orientation, and Employee Pre-Tax Deduction* forms
- Filed 2 separate protests with the Department of Workforce Development (DWD)
- Advised broker and insurance representative of health insurance billing errors – all problems have been corrected.
- Research is being done with other communities regarding special event requests; revision has been started for changes (some required by legal; others by requested departmental needs) to the Town's form.
- Worked with community service organizations to schedule Candidate Forum for Oct 9th.