

## **DAILY UPDATE – Thursday, June 11, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- No report today

#### **Community Relations and Economic Development**

- Releases:
  - Finalizing fireworks release and map
  - Issued shop healthy release
  - Began drafting Water expansion in Home Place area
  - Began drafting 5-year RAB stats
  - Began revising Bike Carmel release for Self-Guided CAB route ride
- Media Inquiries and Responses:
  - None to report
- Carmel Cares/COVID-19:
  - Carmel Cares Virtual Meeting
    - Discussed future of initiative
    - All partners willing to continue, adjust and adapt focus going forward as necessary
      - Example: Carmel Cares will help promote Old Fashioned 4<sup>th</sup> of July celebrate in your own backyard with recipes, physical separation ideas and yard game ideas
  - Wearing is Caring
    - Carmel City Center marketing staff requested signs to post
    - We are delivering a quantity to them for use in shops and on property
  - Carmel Cares FB page monitoring and updates
    - 1,630 people like, 1,869 people follow, 2,565 members
- Special Projects:
  - None to report
- Advertising/Signage:
  - Review KIT Magazine ad on Carmel Cares
  - Continued work on Travel IN Gallery guide
- Events:
  - Continued planning for Meet Me on Main
  - Continued coordination for Merchant Meeting for District and Midtown
    - Updating agenda
    - Sent calendar invite to merchants
- General:
  - Carmel TV and YouTube page management
  - CRED staff meeting and Director's meeting
  - Nextdoor, Facebook and other social media page monitoring (daily)

- Compiled City-wide Daily Reports (daily)
- Website Updates/Management (daily)
  - Adding news links as we get them (daily)
- Scheduled meeting to discuss Midtown buskers
- Hotel Carmichael tour
- Basecamp updates
- District office
  - Moved files from Megan's old desk to office in preparation for Kate or Karolyn to move into that space once we are back in the office
  - Meeting with Mitsch Design re: updating Kevin and Molly's desk configuration for proper physical distancing
- Met for planning e-newsletter and print newsletter content
  - Continued work on draft of e-newsletter and printed Spring 2020 newsletter
- Budget
  - Finished updating and assigning Fifth Third purchase card to-dos in Basecamp
  - Phone call with Jim Hobbs re: stage quote clarification
  - Received and saved invoices
  - Emails re:
    - Invoices processed to-date for ADC

### **Department of Community Services**

- 18 building inspections scheduled – 6 commercial, 1 institutional and 11 residential
- Midweek permit update, 6/8 – 6/10:
  - Issued five (5) building permits; four (4) residential permits and one (1) temporary use
  - Issued five (5) sign permits
  - Issued four (4) fence permits
  - Reviewing five (5) commercial tenant finish applications
  - Reviewing eleven (11) residential permit applications, including two (2) new house
  - Reviewing two (2) fence permit applications
  - Reviewing three (3) accessory structure applications
  - Reviewing five (5) sign permits
  - Reviewing two (2) secondary plats

### **Engineering**

- No report today

### **Fire Department**

- No report today

## **Information and Technology**

- The ICS Dep't has 14 FTE and 1 PTE
  - 6 FTE employees are working from home
  - 1 PTE employee is working from vehicles
  - No reports of sickness at this time
- The ICS GIS group has been working on CFD initiative, system training, water meter project, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on new Courts location, City AV system, CFD generator issue, new officer's equipment setup, access control system, access issues to tower site building, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email journal project, custom app' work, certificate project, PC work in Waste Water, systems work, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

## **Legal Department**

- Reviewed record requests
- Reviewed and signed initial and supplemental record request responses
- Reviewed contracts
- Researched parking restrictions for CPD
- Attended the Virtual Land Use Committee meeting
- Prepared for trial
- Tried cases in Hamilton County Superior Court
- Addressed discovery issues
- Researched legal issues for CFD
- Addressed an Energy Center matter
- Addressed a code enforcement matter
- Engaged in settlement negotiations
- Worked on AIM presentation
- Advised Mayor and Department Directors
- Responded to emails and calls

## **Human Resources**

- We are now four weeks without a positive viral test
- We had four new positive antibody tests yesterday
  - Three we knew had the virus
  - The other was unexpected
  - Of the 14 positives so far, only one is a civilian
  - Next week we will be opening antibody testing to family members
- We are still hiring summer help in the Street and Utilities department
  - The COVID test slows down the process down a bit, but we are making do

- Doing onboarding sessions remotely for the past few months has worked well, but it creates a lot of follow-up that will occur when people are finally back at work
- I plan to start doing onboarding sessions live again, using masks and physical distancing, by the end of the month
- I will be participating today in another meeting about re-opening City Hall

### **Office of the Controller**

- No report today

### **Parks Department**

- No report today

### **Police Department**

- CPD had officers dedicated to the Monon Trail on foot and bicycle patrol
- Officers responded to a death in the 9700 block of Lakeshore Dr. E.
  - Foul play is not suspected, and the investigation is ongoing into the cause of death
- Officers arrested a man for OWI in the area of Carmel Dr. and Keystone Parkway
- Officers investigated the theft of a license plate on Turner Dr.
  - The plate was removed by an unknown person overnight

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Replacing pavers around Carter Green
  4. Placing 3m pavement markings down
  5. Working on preparing statues for repainting and painting
  6. Delivery of new sewer camera van (training)
  7. Working on tree work orders
  8. Working on Hazel Dell tall grasses
  9. Working on pipe repair work orders
  10. Tractor mowing around town
  11. Working on adding flags to Midtown Monon
  12. Emptying trash and recycling cans
  13. Watering flowers and adding fertilizer
  14. Working on open streetlight/street sign work orders
  15. Cleaning fountain filters
  16. Daily claims
  17. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
  1. 56 line locates

2. 45 phone calls
3. 0 My Carmel App requests for service
4. 3 new service requests
5. 7 service requests closed
6. 0 new work orders
7. 4 work orders closed
8. Processed daily claims to pay vendors

**Utilities**

- No report today