

DAILY UPDATE – Friday, May 1, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Brookshire is looking forward to a busy weekend. Temperatures are projected in the 70's with sunshine both days.
- The staff has put a video on our website and social media pages explaining our sanitizing procedure for carts and all systems in place are working.
- Staff has been ramping up as part time employees have been coming in for HR onboarding and everyone is being Covid-19 tested before being allowed to begin work. Employees continue to be tested weekly.

Community Relations and Economic Development

Media Inquiries/Responses:

- IndyStar
- WTHR-13
- Current in Carmel

Releases:

- Edited Climate Action Plan release
- Meet Me On Main release
- Made final edits to Feed the Frontlines

Carmel Cares:

- #CarmelCares Group Members: 2,451, Carmel Cares FB Page Followers: 1798, Likes (both pages: 1597)

Feed the Frontlines:

- Restaurant schedule booked through May 5th
- Continue efforts as normal

Ads and Marketing:

- Finalized and submitted Current ad spread
- Updated advertising listing

- Internal phone call re: extension of Carmel Cares theme weeks + upcoming ad ideas

Events:

- Memorial Day event speech internal staff discussion

General:

- Compiled City wide Daily Reports
- Continued updates to website (COVID related and general)
 - Sharing daily news links as we get them
- Worked with CFD on Best Practices letter and survey distribution
- Music and Film Festival Board Meeting
- IEDC Webinar: COVID-19 Webinars: Future Scenarios + How to Fund Your Organization Through the Pandemic
- Nextdoor monitoring (daily)
- Self-training of the Salesforce Email Marketing & Social Studio platforms (also called Trailblazer)
- Christkindlmarkt Board of Directors meeting
- Pirate the Cat - discussion with owner about possible memorial
 - Artist proposal received
- Budget
 - Reviewed and added invoices to director's file for approval
 - Updated purchase orders
 - Phone call with controller's office re: Non-Reverting funds – balances, appropriations and budgeting
- Finalizing letter to 46280

Department of Community Services

- Today in DOCS there are 29 building inspections scheduled - 9 commercial and 20 residential, a great way to wrap up the week.
- Staff is working with a petitioner to finalize architecture for storage building across from the Sister City Garden.
- May is Bike Month. David Littlejohn has been keeping track of activity at various counters throughout the City. We are anticipating a lot of use with mild temperatures today and tomorrow.
- Yesterday's call with People Speak, went well. On the call was MH, Sue Wolfgang, Jacob Quinn, Joe Shestak and Timothy Renick. The web domain "Carmel Speaks" has been established, and website ready for us to start creating

agendas and adding meeting content. We are shooting to have agenda and project materials ready for May 19 Plan Commission meeting.

Engineering

- Four new right of way permits were processed on Thursday
- 41 inspections of existing right of way permits were completed.
- The Department completed 22 inspections of private development which included 16 general inspections, 3 stormwater inspections and 3 post construction BMP inspections.
- Private Development reviews continue to move steadily through the Department and road construction projects are in motion.
- The week saw the closure of the Pennsylvania and Carmel Drive intersection for the construction of a roundabout and on Friday the closure of Range Line Road and Carmel Drive to install raised pedestrian crosswalks.

Fire Department

- CFD run information for Thursday, April 30
- Total runs: 11
- Fire calls: 3
- EMS: 8 (2 difficulty breathing, 0 sick person)

Information & Technology (ICS)

- The GIS group has been working on training, addressing updates, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City fiber project, video storage server, City meeting setup, fiber locates, and continued work on existing projects.
- The Systems group has been working on digital signatures, systems issues, golf course questions, new ticketing system, continued work on debugging insurance app', continued work on addressing custom written app's, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Yesterday my Department addressed pension, injunction, and telecommunication issues
- Reviewed several record requests, reviewed and signed record request responses
- Worked on a temporary easement for Parks
- Drafted a right-of-way vacation ordinance

- Responded to discovery requests
- Conducted legal research
- Drafted COVID-19-related documents, advised the Mayor and Department Directors, and responded to emails and calls.

Human Resources

- No update today.

Office of the Controller

- The Controller's Office has submitted the Pre-Budget Worksheet for Carmel Civil City to the DLGF

Parks Department

- No update today.

Police Department

- CPD did not receive any calls regarding gatherings or physical distancing.
- Officers conducted 175 directed patrols and security checks of schools, parks, and businesses and had officers dedicated to bicycle patrol of the Monon Greenway.

Street Department

- Today duties:
 - Replacing pavers around Tarkington
 - Patch Truck
 - Sweeping
 - Work on installing the railing on Main St
 - Watering flowers
 - Making Hand Sanitizer
 - Empty trash cans and recycling cans
 - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
 - 83 Line Locates
 - 36 Phone Calls
 - 7 new Service Request
 - 2 service request closed

- 19 New Work Orders
- 1 Work Orders closed
- Processed Daily Claims to pay vendors

Utilities

- Working on finalizing wastewater testing for COVID.
- Work load related to new construction remains steady.
- Met with Pedcor about water connection for the Wren Building.