

## **DAILY UPDATE – Wednesday, May 6, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- We are working on getting our food and beverage contractor up and running according to state regulations and city recommendations. This would include daily golf course service and banquets and events.
- Discounts are now being given for making tee times online to promote ease of check in.

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

- Releases:
  - Issued - Carmel tests wastewater for COVID-19 with Biobot
  - Issued - Feed the Frontlines update 5-5-2020
  - Coordinated media interviews with WTHR, IndyStar and Current
- All Things Carmel:
  - Scheduled virtual meeting with accounting firm
- Carmel Cares:
  - #CarmelCares Group Members: 2,483. Carmel Cares FB Page Followers: 1,807. Likes (both pages: 1600)
  - Posting and monitoring of Facebook pages (daily)
  - Attended Carmel Cares Team virtual meeting
- Feed the Frontlines:
  - Continue efforts as normal
  - Restaurants scheduled through May 13th
  - Total of \$36,000 in contributions from the community
  - Carmel Middle School 8th Grade Girls' Basketball Team donated the remainder of their meal fund in the amount of \$ 605.30
- Reconnecting Carmel:
  - Worked on draft of Reconnecting Carmel plan
  - Finalizing logo for Reconnecting Carmel with graphic designer
- Ads and Marketing:
  - Worked on ad for Current 5-12-2020 issue. Back cover and 2 interior pages
  - Finalized logo for Reconnecting Carmel
  - Finalizing logo for Carmel Music and Film Festival and worked on sponsor materials
  - Salesforce Marketing & Social Studio self-training on Trailhead (on-going)

- Publications:
  - Planned content for 1st quarter newsletter—Internal Teams meeting
- Events:
  - Virtual Meet Me on Main Event
- General:
  - Compiled City wide Daily Reports (daily)
  - COVID-19 related work:
  - Continued updates to website (daily)
  - Sharing daily news links as we get them (daily)
  - Prepared for Task Force presentation
  - Attended virtual Reconnecting Carmel Task Force mtg
  - Nextdoor, Facebook page monitoring (daily)
- Budget related work:
  - Printed and compiled invoices and claims
  - Delivered claims to City Hall
  - Reviewed invoices and signed claims
  - Reviewed year-end totals for Ice at Center Green
- Work with UN Communications for 46280 letter mailing
- Internal discussion and scheduled meeting for Carter Green project

### **Department of Community Services**

- Today in DOCS there are 22 building inspections scheduled - 5 commercial and 17 residential.
- At last night's Plan Commission committee meetings; there were two projects on the docket: tonight's Residential committee, and Thursday's Commercial Committee meeting.
- Lennar townhouses at Legacy. Focus of committee discussion was architecture, including: porch design, building design detailing and trim and mix of exterior materials.
- Estridge townhomes 146th and Monon. Focus of the committee was: adequate guest parking, landscape buffering, traffic impact on 146th Street (accel/decel lanes?) and, too much residential density.
- The Code Enforcement monthly report for April was published yesterday.
- 112 complaints were logged for April, resulting in 77 violations.
- A total of 174 Cases were initiated/inspected
- 18 Foreclosure properties are being monitored

### **Engineering**

- No report today.

## **Fire Department**

- No report today

## **Information & Technology (ICS)**

- The GIS group has been working on imagery caches, trail updates, forms, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City fiber project, fiber meeting in new City development, public safety communications, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on digital signatures, 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 reviewed upcoming court cases in order to subpoena and prep witnesses
- Reviewed subpoena documents, addressed discovery responses and recent court pleadings.
- Drafted research memoranda, reviewed ordinance to answer questions and, reviewed several record requests, reviewed and signed record request responses.
- Worked on a temporary easement, reviewed contracts, drafted notices for public hearings, reviewed a release for CFD
- Started reviewing a utility reimbursement agreement, advised the Mayor and Department Directors, and responded to emails and calls.

## **Human Resources**

- Our department noted two new positive test results yesterday, one from Street and one from Fire. 23 of 590 full-time employees (3.9%) have now tested positive.
- I am reviewing federal, state and industry guidelines for re-opening to determine best practices and develop guidelines for City Hall and other City facilities. Jim has scheduled a City Hall directors meeting for tomorrow to discuss general policies and specific department needs.

## **Office of the Controller**

- The Controller's Office is attending DLGF and Continuing Disclosure online webinars.

## **Parks Department**

- No update today.

## **Police Department**

- CPD conducted 141 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers did not respond to any complaints of social distancing or crowds gathering.

## **Street Department**

- Today duties for the Street Dept. crews are:
  - Mow 31
  - Prep Hanging Baskets for flowers
  - Water sod and flowers
  - Light repair Workorders
  - Pour concrete at various locations
  - Inspector with contracted milling
  - Empty trash cans and recycling cans
  - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday the Street Dept. did:
  - 46 Line Locates
  - 30 Phone Calls
  - 7 new Service Request
  - 6 service request closed
  - 10 New Work Orders
  - 11 Work Orders closed
- Processed Daily Claims to pay vendors

## **Utilities**

- No report today.