

DAILY UPDATE – Tuesday, May 5, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Brookshire continues to get part time employees coming back for the summer. All employees are Covid tested before returning, with all negative results to this point.
- The Saturday morning Men's Club has agreed to purchase 18 of the EZ golf devices for flagsticks to make retrieving golf balls from the hole easier without touching the stick.

Community Relations and Economic Development

Media Inquiries/Responses:

- IndyStar
- WISH-TV

Releases:

- Sent - Meet Me on Main virtual event
- Sent- Reconnecting Carmel Task Force to Meet Virtually
- Sent- Read to Feed Release

All Things Carmel:

- Deposited grant check
- Working on getting plexiglass counter protection
- Secured signature for store transfer
- Connected with Carmel Lofts regarding lease payments
- Continue to assist with shipping online sales

Carmel Cares:

- #CarmelCares Group Members: 2,475. Carmel Cares FB Page Followers: 1,806. Likes (both pages: 1600)
- Posting and monitoring of Facebook pages (daily)

Feed the Frontlines:

- Restaurants booked through May 11th.
- \$5,000 contribution received.
- Distributing Carmel Cares stickers to restaurants.

Reconnecting Carmel:

- Worked on draft of Reconnecting Carmel plan

- Finalizing logo for Reconnecting Carmel with graphic designer
- **Ads and Marketing:**
- Coordination with graphic designer re: web banner ads, Reconnecting Carmel branding, upcoming Current layout
- Internal meeting – photo selection for Current ad
- Salesforce Marketing & Social Studio self-training on Trailhead (on-going)

Events:

- Meeting re: Artomobilia plans
- MMOM test run and live virtual event (15mins at 5pm)

General:

- Compiled City wide Daily Reports (daily)
- Virtual Staff meeting
- Continued updates to website (COVID related and general) (daily)
 - Sharing daily news links as we get them (daily)
- Nextdoor, Facebook page monitoring (daily)
- Budget: input claims in system

Department of Community Services

- Today in DOCS there are 15 building inspections scheduled - 3 commercial and 12 residential.
- Planning staff is gearing up for two Plan Commission committee meetings; tonight's Residential committee, and Thursday's Commercial Committee meeting.
- Planning staff received draft of US 31 Plan update from Greenstreet, and is working on final edits before circulating to wider audience.
- Planning staff met with Greenstreet and Yard & Company to discuss work on the 10-year update to C-3 plan.
- Planning staff is looking for final direction on Accessory Dwelling ordinance (ready to go to Plan Commission).
- Planning staff working on bee keeping rules and update to group home definition, reducing allowable bedrooms from 10 to 8.
- CCAT will meet remotely this Thursday May 7

Engineering

- The Engineering Department remains healthy as we received one additional negative test over the weekend and all staff members have no COVID symptoms.
- Monday saw 15 private development inspections take place along with four new service requests.

- Two new right of way permits were issued and nine inspections were completed on past right of way permits.

Fire Department

- No report today

Information & Technology (ICS)

- The GIS group has been working on imaging system, system for Utilities, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City fiber project, met with vendor concerning fiber issue, fire station network upgrades, fiber locates, and continued work on existing projects.
- The Systems group has been working on digital signatures, storage configuration, 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 discussed two events we have every year — the drive-through breakfast and the Employee Appreciation Picnic.
- We got the invoice for week 5 of COVID testing: 423 tests for \$63,450. The totals to date are 1,950 tests and \$292,500.

Office of the Controller

- The Controller's Office is processing quarterly invoices for the City's investment services.

Parks Department

- No update today.

Police Department

- CPD conducted 174 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.
- Officers responded one call of a person experiencing a mental health crisis. That person was taken to a hospital for an immediate health detention.

Street Department

- Today duties:
 - Repair pipe at Wembly & Burk
 - Prep Hanging Baskets for flowers
 - Light repair Workorders
 - 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:
 - 106 Line Locates
 - 26 Phone Calls
 - 8 new Service requests
 - 10 service requests closed
 - 12 New Work Orders
 - 13 Work Orders closed
- Processed Daily Claims to pay vendors

Utilities

- We received confirmation this morning from Biobot that we have been accepted as a test site and they are sending out our first sample kit that we should receive tomorrow or Thursday. We will get the first sample pulled immediately and get it back to them.