

## **DAILY UPDATE – Tuesday, May 12, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- Operations with the opening of parts of the clubhouse went well.
- Some areas remain closed and procedures will be adapted over time as the course and building get busier.

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

- Releases:
  - Carmel to present Climate Action Plan workshop
  - CFD at Meijer Tuesday with FREE Sanitizer and COVID-19 Information
- Feed the Frontlines:
  - Restaurants booked through May 19
  - Continue efforts as normal
- Carmel Cares:
  - #CarmelCares Group Members: 2,503. Carmel Cares FB Page Followers: 1,827. Likes (both pages: 1608)
  - Posting and monitoring of Facebook pages (daily)
- Advertising:
  - Reviewed ads for upcoming Current edition
  - Sent general art direction to Wilkinson Brothers for 2 page Current spread and updated cover page
  - Compiled photos and captions for Carmel Cares in Action page and sent to Wilkinson Brothers for ad
  - Reserved 2 page spread and back cover in Current 5/26 issue
- Events:
  - Planning for Mayor's part of Memorial Day video
  - Carmel on Canvas
  - Eventbrite work (refund for an artist who wanted to switch to the pro category)
  - Postcard
  - Ice at Center Green
  - 2019-20 Season numbers
  - Carter Green logo
  - Veteran's Day
  - General event planning work
  - Internal meeting to discuss Bike Carmel

- Meet Me on Main
- Emailed MMOM winners gift certificates
- Emailed/responded to new artists in the District regarding June's MMOM
- Collaborated with AGP regarding merchant MMOM meetings and overall process
- Made excel spreadsheet for new MMOM merchants participating in MMOM
- May Meet Me on Main Post Performance
- 4,210 Minutes viewed from May 4 to May 10
- Arts and Design FB Page MMOM Video May 9: 3,010 people reached
- City of Carmel FB Page MMOM Video May 9: 1,249 people reached
- COVID-19 and/or special projects:
  - Carmel TV live feed
  - Virtual Meeting to discuss YouTube Live feed and Facebook Live tie in
  - Viewed test run of live stream of Carmel TV on FB and Youtube by OMNI
  - Continued work on Who's Behind the Mask campaign
- Music and Film Festival
  - Reviewed budget and powerpoint presentation
  - Completed report for Council meeting on May 18
- Researched unemployment stats
- General:
  - Carmel TV and Youtube page management
  - Sent City of Carmel E-newsletter
  - Nextdoor, Facebook page monitoring (daily)
  - Compiled City wide Daily Reports (daily)
  - Website Updates/Management (daily)
  - Adding news links as we get them (daily)
  - Scheduled meetings for MLK and Ice at Carter Green/Artic Zone contract renegotiation
  - Set up CEO Think Tank meeting for Mayor
  - Sent Scope is Work proposals to Mayor
  - Worked on All Things Carmel financial matters
  - Budget/Finance
  - Phone call to post office to confirm balance remaining on postage permit for letter mailing
  - Created a spreadsheet for balance tracking of postage permit funds
  - E-mails – received and saved invoices, follow up on check status for vendor

### **Department of Community Services**

- Today in DOCS there are 20 building inspections on the schedule - 1 commercial and 19 residential.

- Planning staff is meeting with Edward Rose to discuss development of Block 3, Grand & Main;
- Planning staff is meeting today with Greenstreet and Yard to discuss scope for C3 Plan update
- Today is the regular Planner update meeting, focusing on BZA petitions; Urban Forestry issues and Active Transportation issues
- Tomorrow is the bi-monthly IRTC Policy Committee meeting at 9:00 AM.

### **Engineering**

- Engineering Department remains healthy and we received an additional 2 negative test on Monday.
- 12 private development inspections took place and our inspectors are also focused on the Carmel Drive and Range Line Road raised crosswalk installation as well as the City Center masonry wall project.
- 4 new right of way permits were issued and 6 inspections took place on existing right of way permits.
- 3 new service requests were received by the Department on Monday consisting of 2 new traffic concerns and 1 new drainage concern.

### **Fire Department**

- No update today

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

- The GIS group has been working on trail updates, restaurant updates, water meter work, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City audio project, public safety radios, remote meeting work, equipment tire repair, City fiber project, tower building project, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on data storage systems, new ticketing system, certificate project, continued work on debugging insurance app', continuing to setup new hardware, working with user's issues, and continued work on existing projects.

### **Legal Department**

- No update today.

## **Human Resources**

- No update today.

## **Office of the Controller**

- The Controller's Office is participating in a FEMA reporting training session.

## **Parks Department**

- No update today.

## **Police Department**

- CPD conducted 233 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- A vehicle stolen from Carmel on May 8 was recovered in Indianapolis. A suspect was arrested.
- Officers came into contact with a person having an emotional/mental crisis. That person was taken to the hospital for treatment.
- Officers did not respond to any complaints of social distancing or crowds gathering

## **Street Department**

- Today duties:
  - Rebuilding an inlet on Lakeshore Dr.
  - Getting chains cut for hanging baskets
  - Tractor mowing around town
  - Water sod and flowers adding fertilizer
  - Inspector with contracted milling and paving
  - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
  - 47 Line Locates
  - 15 Phone Calls
  - 5 new Service Request
  - 3 service request closed
  - 6 New Work Orders
  - 33 Work Orders closed
- Processed Daily Claims to pay vendors

## **Utilities**

- No report today.