

DAILY UPDATE – Wednesday, May 13, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No update today.

Community Relations and Economic Development

- Releases:
 - Issued: How to watch City Council committee meetings this week
 - Also shared how to watch meetings on our FB page
 - Shared Versiti release: Need for Immediate Blood Donations
- Media Inquiries and Responses:
 - Current
 - Fox 59
- Feed the Frontlines:
 - Restaurants booked through May 19
 - Discussed suspending Feed the Frontlines on Sunday, May 17th – holding for a few weeks to determine COVID impact before moving money to food pantries.
- Carmel Cares:
 - #CarmelCares Group Members: 2,504. Carmel Cares FB Page Followers: 1,829. Likes (both pages: 1610)
 - Attended virtual Carmel Cares team meeting
 - Posting and monitoring of Facebook pages (daily)
- Advertising:
 - Teams Meeting regarding print and e-newsletters
 - Reviewed and finalized Current in Carmel 2-page layout and back cover
 - Coordinated additional direction, revisions, review and approval for Current advertisements (2 page Carmel Cares spread, back cover page and Memorial Day Ceremony ad
 - Updated text for Memorial Day ad
- Events:
 - Reviewed article re: event physical distancing; started compiling thoughts and questions for event discussion
- COVID-19 and/or special projects:
 - Carmel TV live feed
 - Zoom meeting to discuss broadcasting government meetings through live feed on YouTube and Facebook for short term and components needed

for long-term. We are also making sure it will allow us to air live, events we film out in the community

- Continued work on Who's Behind the Mask campaign
- Meeting for creative ideas for signage encouraging face coverings
- Music and Film Festival:
 - Took minutes for board meeting for draft budget approval
 - Discussed strategy for Music and Film Festival report to Council
 - Updated COVID page with Reconnecting Carmel logo and link to Reigniting Parks webpage
- Budget/Finance:
 - E-mails – invoice payment follow-up, request for stop payment and reissue of check for vendor, invoices received and saved.
- Signed up for Hamilton Co Tourism Power Hour Webinar: Virtual Attractions and Events Summit
- Finalizing TIF and Roundabout study plans
- General:
 - Carmel TV and Youtube page management
 - Nextdoor, Facebook page monitoring (daily)
 - Compiled City wide Daily Reports (daily)
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)
 - Newsletter
 - Internal content meeting
 - Worked on e-newsletter and Spring 2020 printed newsletter
- All Things Carmel
 - Working with accountant regarding payroll and new retail merchant certificates
 - Working with Shopkeep to upgrade point of sale services

Department of Community Services

- No update.

Engineering

- Engineering Department remains healthy.
- On Tuesday the Department completed 16 private development inspections which included 15 general inspections and 1 proof roll of subgrade prior to paving getting set to take place.
- 10 new right of way permits were also processed and 5 inspections of older permits took place.
- No new service requests were received on Tuesday but we are preparing for rain later in the week that could have an effect on service request.

Fire Department

- No update today

Information & Technology (ICS)

- The GIS group has been working on addressing issues, 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, City fiber project, tower building project, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on email system project, 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

- Yesterday my Department addressed discovery and subpoena matters
- Reviewed record requests, reviewed and signed record request responses
- Reviewed contracts, prepared a Council ordinance and resolutions
- Addressed telecommunications and unsafe building issues
- Attended a Council Committee meeting, advised the Mayor and Department Directors on legal issues, addressed a civil guardianship matter, and handled calls and emails.

Human Resources

- We are assisting the Controller's Office with the INPRS 1977 Fund audit and remotely onboarding summer employees.

Office of the Controller

- The Controller's Office is participating in local budget training by the DLGF.

Parks Department

- The Monon Greenway remains open, except for the center section between Main Street and Gradle Drive, which is closed

- Trail usage continues to be closely correlated with the weather.
- Residents are encouraged to avoid use of the Monon Greenway when busy, consider visiting the trails within our parks as an alternative, and to always maintain physical distancing.
 - Parks remain open, with the exception of playgrounds and restrooms.
 - The Monon Community Center, Central Park Dog Park, Central Park Skate Park remain closed until further notice.
 - A snapshot of CCPR's resumption of operations plan has been released, with a phased reopening of parks, programs, and facilities beginning on May 24th.
- The full plan and other updates are available on CCPR's website in the COVID-19 Information section.
 - Park Board had a publicly noticed virtual meeting on 5/12/2020, authorizing the demolition of the house on the newly acquired parkland at 11299 Hazel Dell Parkway and the removal and trimming of at-risk trees in the northwest woods of West Park. Tree work will begin in August concurrent with the renovation of West Park.
 - Beginning to analyze data from a state-wide survey to measure the economic impact of COVID-19 on Indiana's park systems. CCPR is helping lead this project in partnership with the Indiana Park and Recreation Association.

Police Department

- CPD conducted 166 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers took a report of a business receiving a counterfeit \$20 bill.
- An officer located a vehicle suspected of being involved in a crime in another jurisdiction. The car was seized and released to the other agency for their case.
- Officers took a report of a hit/run accident at the roundabout at 136th St and Keystone Parkway.
- Officers did not respond to any complaints of social distancing or crowds gathering.

Street Department

- Today's duties:
 - Unloading and installing hanging baskets
 - Inspector with contracted milling and paving
 - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
 - 72 Line Locates

- 19 Phone Calls
- 2 My Carmel App request for service
- 6 new Service Request
- 3 service requests closed
- 22 New Work Orders
- 12 Work Orders closed
- Processed Daily Claims to pay vendors

Utilities

- No report today.