

DAILY UPDATE – Thursday, May 14, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- The new Golf Ball EZ lift devices have come in. They will be used on flagsticks so that the ball can go in the hole, but the flag remain untouched.
- Semi annual greens aerification was done yesterday. Attempts were made to accomplish this during the shutdown, but the contractor was unable to change our date.

Community Relations and Economic Development

- Releases:
 - Issued Street Department making hand sanitizer
 - Issued CFD COVID-19 Information booth on May 14
 - Shared COVID-19 test site opens at Grand Park
 - Shared Hamilton County Creates Stabilization Fund for Small Businesses \$250,000 Earmarked for Businesses Forced to Close during Pandemic
- Media Inquiries and Responses:
 - Current
 - Indy Star
- Carmel Cares:
 - #CarmelCares Group Members: 2,512. Carmel Cares FB Page Followers: 1,831. Likes (both pages: 1611)
 - Posting and monitoring of Facebook pages (daily)
- Advertising:
 - Worked on Carmel on Canvas postcard mailer
- Events:
 - Meeting regarding chip in mosaic
 - Internal discussion regarding TravelIN article
 - Meet Me on Main
 - Meeting regarding improvement
 - Emails to merchants
- COVID-19 and/or special projects:
 - Continued work on Who's Behind the Mask campaign
 - Updating restaurant list on website
 - Researching physical distancing options for outdoor events
 - Meeting with staff member of engineering department re: Carter Green and other misc. topics

- CMYC virtual interviews
- 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)
 - Attended Hamilton County PR meeting
 - Attended CPA Board meeting
 - Continued work on e-newsletter and Spring printed newsletter
- Budget
 - Compiled, reviewed and coded invoices; sent for review and approval
 - Started process with to close out a purchase card
 - Emails
 - Ad reservation rate confirmation
 - updated purchasing guidelines
 - Status of payment for vendor
 - Requested updated invoice with correct pricing for ad
 - Confirmation of charges re: Ice Rink billing

Department of Community Services

- DOCS inspectors have 20 building inspections on the schedule today; 1 commercial and 19 residential.
- Mid-week Building and Code activity 5/11-5/13:
 - 21 building permits issued
 - 13 residential
 - 2 commercial
 - 1 temporary use – model home
 - 10 Fence permits
 - 2 sign permits
 - 60 building inspections completed
- Tomorrow afternoon there is a special BZA Hearing Officer meeting for variances on remaining Lennar lots in Clay Corner. This hearing will be streamed live and is intended to resolve the issue of too much impervious coverage in the subdivision.

Engineering

- On Wednesday we had 11 private developments consisting of 7 general inspections, 3 post construction BMP installations and 1 storm water inspection.
- 1 new service request was also received.
- 14 new right of way permits were issued
- 36 inspections of existing permits were made.

- Staff also worked on getting all documents prepped for next week's BPW meeting.

Fire Department

- No update today

Information & Technology (ICS)

- The GIS group has been working on addressing issues, fiber location mapping, water meter work, and continued work on existing projects.
- The Network & Comm's group has been working on City audio project, remote meeting work, City fiber project, access control system, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on 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 reviewed record requests, reviewed and signed record request responses
- Reviewed several contracts
- Worked on a release and waiver agreement for CFD
- Addressed subpoena issues
- Addressed an unsafe building issue
- Researched a First Amendment issue and responded to emails and calls.

Human Resources

- No update.

Office of the Controller

- The Controller's Office is working on the Annual Operational Report.

Parks Department

- No update today.

Police Department

- CPD conducted 120 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers responded to a physical disturbance on E 116th St. One subject was transported to the hospital.
- Officers arrested a man for OWI on E 116th St.
- Officers did not respond to any complaints of social distancing or crowds gathering.

Street Department

- Today's duties:
 - Cleaning goose poop and watering flowers, baskets and sod
 - Filling hand sanitizer orders
 - Patch truck
 - Sweeper
 - Inspector with contracted milling
 - Emptying trash cans downtown.
 - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
 - 57 Line Locates
 - 22 Phone Calls
 - 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.