

DAILY UPDATE – Friday, May 15, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Looking forward to a good weekend.

Community Relations and Economic Development

- Releases:
 - Issued City hit with e-mail phishing scam
- Media Inquiries and Responses:
 - WTHR
 - Indy Star
 - Current
 - Fox 59
- Feed the Frontlines:
 - Restaurants booked through May 17
- Carmel Cares:
 - #CarmelCares Group Members: 2,516. Carmel Cares FB Page Followers: 1,833. Likes (both pages: 1613)
 - Posting and monitoring of Facebook pages (daily)
- Advertising:
 - Started art direction with graphic designer re: upcoming Current and Carmel
- Events:
 - Discussed contracting and future live events with talent booking contractor
 - Virtual meeting to discuss strategies for Art of Wine event and other future events going forward to determine our comfort level for holding events and best practices
 - Printed items, researched and prepped for Friday's internal event meeting
 - Reviewed Governor's guidelines, Event Safety Alliance Reopening Guide and part of Carmel Clay Parks guidelines
 - Printed out listing of events in question and entertainment contracts currently in place
 - Compiled notes/questions
 - Carmel on Canvas work (brief – one hour)
 - Memorial Day Mayor's speech video
- COVID-19 and/or special projects:

- Meeting for creative ideas for signage encouraging face coverings
- Salesforce training for new system for group email distribution.
- Joined Teams meeting to discuss opening City Hall to staff and public
- Finalized signage copy for campaign to encourage wearing face coverings
- Edited Smoky Row letter
- Worked on Music and Film Festival branding strategies
- Attended 3CMA Webinar: Planning for the Future When No One is Listening
- Attended Hamilton County Tourism webinar 'Attractions & Events Summit Webinar & Conversation'
- Updating open restaurants list
- CMYC
 - CMYC VPE elections
 - CMYC advisor chat
 - CMYC prep for executive committee call on Friday
- Ice at Carter Green
 - Contacted 4 businesses for estimates re: Ice at Carter Green logo glass panel etching
 - Laserfiche/Arctic Zone contract
- 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)
 - Completed first draft of e-newsletter
 - Budget
 - Created cut sheets for Current ad invoice and added to files to be approved
 - Coded and added final invoices to file for approval
 - Created PO for Melrose Pyrotechnics

Department of Community Services

- Today in DOCS there are 17 building inspections on the schedule - 2 commercial and 15 residential.
- Yesterday staff reports went out regarding next Tuesday's Plan Commission meeting.
- There are three public hearings on the docket, and one non-public hearing item. Of note, the Epcon PUD (Keystone and Smokey Road) will be presented and North End Town Homes phase is up for ADLS approval.

Engineering

- Engineering Department remains healthy and on Thursday we received confirmation of one negative COVID test.
- 15 inspections were performed on private development projects during the day.
- 3 new right of way permits were issued and 27 inspections for older right of way permits were performed.
- Work continues at Carmel Drive and Range Line Road and we still remain on track to re-open the roundabout at the end of next week.

Fire Department

- No update today

Information & Technology (ICS)

- The GIS group has been working on restaurant updates for re-openings, addressing issues, fiber location mapping, water meter work, and continued work on existing projects.
- The Network & Comm's group has been working on department phone issues, cabling in City Hall, City audio project, remote meeting work, City fiber project, storage server setup, public safety radios, fiber locates, and continued work on existing projects.
- The Systems group has been working on internal app' issues, reorganizing WWTP printing environment, 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

- Addressed several small claims cases, a disciplinary matter, discovery requests, case settlement issues.
- Reviewed several record requests, reviewed and signed record request responses.
- Drafted a release of claim, reviewed contracts, researched contract issues, advised the Mayor and Department Directors, and responded to emails and calls.

Human Resources

- We are moving into the planning stages of antibody testing.
- We are going to do antibody testing this weekend of all our employees who have had a positive PCR test (except those who tested positive in the past two weeks).

Office of the Controller

- The Controller's Office is uploading data to an FTP site as required for the remote INPRS audit.

Parks Department

- No update today.

Police Department

- CPD conducted 105 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers investigated a death that was determined to be from natural causes.
- Officers responded to four incidents involving people in emotional/mental crisis. All four people were taken to the hospital for evaluation.
- Officers did not respond to any complaints of social distancing or crowds gathering.

Street Department

- Today's duties:
 - Watering flowers, baskets and planters adding fertilizer
 - Filling hand sanitizer orders
 - Power washing sidewalks and cap stones
 - Cleaning inlet grates
 - Patch truck
 - Sweeper
 - Emptying trash cans downtown.
 - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
 - 67 Line Locates
 - 94 Phone Calls
 - 1 My Carmel App request for service
 - 5 new Service Request
 - 2 service request closed
 - 16 New Work Orders
 - 21 Work Orders closed
- Processed Daily Claims to pay vendors

Utilities

- No report today.