

DAILY UPDATE – Thursday, May 28, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Issued Carmel Police Donate Plasma
 - Drafting 46290 release
- Media Inquiries and Responses:
 - None to report today.
- Carmel Cares/COVID-19 Response or Special Projects
 - Posting and monitoring of Facebook pages (daily)
 - Continued work on Vendor Pledge and online sign up form
 - Signage:
 - Finalizing wraps for large hand sanitizing stations
 - Working on upcoming "Pack the Cruiser"
- General:
 - Carmel TV and Youtube page management
 - CRED staff meeting and Director's meeting
 - Nextdoor, Facebook page monitoring (daily)
 - Compiled City wide Daily Reports (daily) – caught up for last few days
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)
 - Packing CRED office items
 - Promote Carmel Board Meeting
 - Transition meeting with Kaylee and Molly (new employee)
 - Working on new trivia questions for Midtown Screen
 - Continued work on newsletter – print and enewsletter
 - Budget
 - Compiled & coded invoices and sent to Nancy for review and approval
 - E-mails re:
 - Vendor payment & stop check
 - Received & saved invoices
 - Computer & phone items for new employee
 - Saved claims file to Shared
 - Closed out past claims in purchase program in prep for next claims date

Department of Community Services

- 25 building inspections scheduled – 7 commercial and 18 residential
- Midweek Permit Activity – 17 building permits issued:

- 1 commercial residence permit
- 12 residential building permits
- 3 fence permits
- There are two Hearing Officer Public Hearings today, both for the Firehouse Square project, agendas attached.
 - The Plan Commission Hearing Officer will hold a hearing on the Primary Plat and ADLS, Zoning is C-1 City Center
 - The BZA Hearing Officer will conduct the public hearing for Lot Area Variance request
 - The Hearings will be live streamed and televised on Carmel TV beginning at 11:00 am
- Today the Department Reports are published for next weeks Plan Commission Committee meetings
 - Subdivision Committee will conduct a remote meeting on June 2 at 6:00 pm.
 - Commercial Committee will hold a remote meeting on June 4 at 6:00 pm.
 - Both meetings will be live streamed and televised on the Carmel TV

Engineering

- The Engineering Department remains healthy and continues working at full strength.
- On Wednesday the Department performed 19 private development inspections ranging from 16 general inspections on projects, 2 BMP inspections and 1 storm water site inspection.
- 3 new service requests were also received with 1 general complaint and 2 drainage concerns making up those service requests.
- Work continues on the City Center wall project as well as our multiple roundabout projects throughout the City.
- Progress Meetings at this time continue to be conducted virtually with site meetings taking place when necessary.
- Plan review continues to remain on schedule and our focus this week is to get comments and approvals out on the Township led projects.

Fire Department

- No report today.

Information & Technology

- The ICS Dep't has 14 FTE and 1 PTE
 - 6 FTE employees are working from home
 - 1 PTE employees are working from vehicles
 - No reports of sickness at this time
- The ICS GIS group has been working on zip code maps, water meter project, app' for CRC, system training, fiber location mapping, and continued work on existing projects.

- The ICS Network & Comm's group has been working on meeting with Parks, public safety communications, fiber locates, and continued work on existing projects.
- The ICS Systems group has been working on the new service for IT notifications, certificate project, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Worked on discovery responses
- Reviewed several record requests
- Reviewed and signed record request responses
- Reviewed contracts
- Amended a parking ordinance
- Attended a virtual Land Use Committee meeting
- Addressed a USPS issue
- Prepared for mediation
- Advised Mayor and Department Directors
- Responded to emails and calls

Human Resources

- No report today.

Office of the Controller

- No report today.

Parks Department

- No report today.

Police Department

- CPD conducted 125 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers responded to a call regarding a stolen monkey. They located a family with a monkey near the Monon Trail and Main Street. The monkey was determined to not be related to the stolen monkey.
- Officers learned that the stolen vehicle from Nevelle Lane on 5/26 was located in Indianapolis. No suspects were with the vehicle when it was located.
- Officers made an arrest for dealing marijuana.
- Officers responded to a physical disturbance a bar on East 116th St. No arrests were made.
- Officers responded to a person in a mental/emotional crisis. That person was transported to the hospital for a mental health evaluation.

Street Department

- Today duties for the Street Dept. crews are:

1. Sweeping
2. Patching with cold mix since it is raining
3. Concrete work on Mercer
4. Fix planter on Rangeline
5. Getting open work orders completed
6. Cleaning Walls and Patching at Tarkington Garage
7. Work on opened street sign work orders
8. Make hand sanitizer
9. Trash and recycling cans emptied around town
10. Cutting chains for additional hanging baskets.
11. Clean filters on fountains
12. Daily Claims
13. Zoom meetings with managers as needed

- Yesterday the Street Dept. did:

1. 21 Line Locates
2. 38 Phone Calls
3. 2 My Carmel App request for service
4. 13 new Service Request
5. 3 service request closed
6. 18 New Work Orders
7. 0 Work Orders closed
8. Processed Daily Claims to pay vendors

Utilities

- Health wise we are doing good with no new positive cases.
- This week so far we have installed 10 new customer meters, and have had over 300 requests for water/sewer line locates.
- The line locate activity has been consistent since the COVID shutdown started and is a good indicator that there is steady construction activity going on throughout the City.
- Water production remains at the 10.5 million gallons per day level. Next week is supposed to get dry so we expect demand to increase.
- Barnes and Thornburg is working on the Ordinance for the meter change out project. I should have a draft for review in the next few days.