

DAILY UPDATE – Wednesday, May 27, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Issued CFD info booth at Market District
 - Issued CFD parade at Bickford
- 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
 - Signage:
 - Continued to work on wraps for larger hand sanitizing stations
 - Discussed physical distancing discs with Bo-Mar
- General:
 - Carmel TV and YouTube page management
- CRED staff 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)
- Newsletter
 - Discussion on content for print and e-newsletter; worked on e-newsletter
 - Continued work on spring printed newsletter
 - E-introduction with Kate L. & UN + sent UN Communication a heads up re: newsletter
- Coordinated new employee's email, computer order, etc.
- Discuss CRED furniture inventory and worked on packing items in office

Department of Community Services

- Today in DOCS there are 15 building inspections scheduled – 5 commercial and 10 residential
- At last night's BZA meeting, the Board approved the Carmel Library project, Extra Space Storage variances, and Salsbery Brothers Landscape expansion variance.
- The BZA Hearing Officer approved the temporary location of Carmel Library, as well as variances for five other petitions.
- Tomorrow is the public hearing for the Fire House Square project.

- That hearing will be conducted remotely beginning at 11:00, and will include Plan Commission hearing officer public hearing, as well as a BZA Hearing Officer, Bran Grabow conducting for variances.

Engineering

- The Engineering Department remains healthy and received one more negative test back.
- On Tuesday the Department performed 13 private development inspections.
- 4 new right of way permits were issued, and 42 inspections were performed on existing right of way permits.
- 2 new service requests also came through the Department.

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, system training, fiber location mapping, and continued work on existing projects.
- The ICS Network & Comm's group has been working on public safety communications, fiber locates, and continued work on existing projects.
- The ICS Systems group has been working on the email system, certificate project, continued work on closing insurance app' project, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Reviewed several record requests
- Reviewed and signed record request responses
- Reviewed/revised several contracts
- Worked on revising City purchasing manual
- Addressed CFD burn ordinance, fiber, and telecommunications issues
- Prepared for mediation
- Coordinated discovery responses
- Drafted skip trace templates
- Advised the Mayor and Department Directors
- Responded to emails and calls.

Human Resources

- The COVID-testing bill for week 8 is \$48,105.
 - That's about 20% less than previous weeks, and I'm not sure why.

- We pulled a few people out of the rotation who tested positive for antibodies, but that doesn't explain such a big drop.
- Perhaps people on vacation prior to holiday weekend.
- The total paid to Aria so far is \$370,575.00.

Office of the Controller

- No report today.

Parks Department

- No report today.

Police Department

- CPD conducted 105 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers assisted Elkhart County Sheriff's Department on an investigation on Jeremy Drive. No arrests were made.
- Officers took a report of a stolen vehicle on Nevelle Lane.
- Officers investigated a residential burglary on Walnut Creek Drive West.
- Officers investigated a theft from a vehicle on Stonegate Court. Golf clubs, a cell phone charger, and clothing were stolen.
- Officers arrested a driver for OWI and driving while suspended on US31 near the 125 mile marker.
- Officers took a criminal mischief report on Guilford Road, south of Main Street.

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Concrete work on Mercer
 4. Paint bollards at City Hall
 5. Getting open work orders completed
 6. Cleaning Walls and Patching at Tarkington Garage
 7. Worked on opened street sign work orders.
 8. Tractor Mowing on Keystone
 9. Inspector with milling contractor
 10. Trash and recycling cans emptied around town and goose poop cleaned
 11. Water hanging baskets adding fertilizer
 12. Clean filters on fountains
 13. Daily Claims
 14. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:

1. 77 Line Locates
2. 24 Phone Calls
3. 0 My Carmel App request for service
4. 10 new Service Request
5. 7 service request closed
6. 6 New Work Orders
7. 7 Work Orders closed
8. Processed Daily Claims to pay vendors

Utilities

- Currently installing a 36" water main across the northern property line of IU Health Hospital between US 31 and Illinois Street
 - This is the final phase of an important project that provides water to the US 31 Corridor and all of the west side of Carmel
 - The 36" pipe starts at 106th and Gray and will finally terminate at Spring Mill Road.
- We need to cross Illinois Street and have determined that the safest way to do this is to do a one day road closure.
 - This has been discussed with IU Health and they are ok with us shutting the road down, with barricades placed north of their main entrance.
 - We will also shut off Illinois from the north at 126th Street.
 - Entrance and exit for the Hospital will need to be from 116th Street.
- The road crossing will be this Saturday, May 30th starting at 7:00 a.m.
- Illinois will be opened back up Sunday, May 31st at 7:00 a.m.
- The excavation will be back filled and we will concrete cap the street.
- The Street Department's annual paving program includes Illinois Street so they will be re-paving the road after our work is complete.