

DAILY UPDATE – Friday, May 29, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Drafting 46290 release
 - Draft Conquer the CAB release
 - Shared InCycle to Open at City Center 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:
 - Finalized wraps for large hand sanitizing stations
 - Correspondence regarding stage repairs and maintenance
 - Continue to work on presentation for a Music and Film Festival
 - Attending Opening City Hall virtual meeting
- 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
 - Packing CRED office at City Hall – working on return to City Hall plan
 - Started Fifth Third purchase card claims (2 of 4 complete)
 - E-mails re:
 - Fifth Third accounts added to group manager role
 - Follow up on purchase card expense report items needed
 - Computer items for new employee
 - Received and saved invoices

Department of Community Services

- No report today.

Engineering

- The Engineering Department remains at full strength.
- On Thursday the Department performed 15 private development inspections consisting of 13 general inspections, 1 post construction BMP installation inspection and 1 storm water site inspection.
- 3 new right of way permits were also issued with 4 right of way inspections taking place off of existing right of way permits.
- 6 new service requests were received consisting of 4 drainage concerns, 1 general complaint and 1 traffic concern.

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 an, app' for CRC, system training, fiber location mapping, addressing inquiries, and continued work on existing projects.
- The ICS Network & Comm's group has been working on AV for Arts District, camera repair, City Hall dep't moves, network hardware, fiber locates, and continued work on existing projects.
- The ICS Systems group has been working on the new service for IT notifications, certificate project, systems work, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Worked on a telecommunications fiber placement agreement
- Addressed discovery issues
- Began preparation for Code violation bench trials
- Reviewed record requests
- Reviewed and signed record request responses
- Reviewed contracts
- Reviewed an easement for Parks
- Attended mediation
- Advised Mayor and Department Directors
- Responded to emails and calls

Human Resources

- Another day without a positive test.
- I expect to have the antibody test sign-up instructions out to civilian employees today, with tests starting next Thursday.
- I'm continuing to work on a written City Hall re-opening plan.

Office of the Controller

- No report today.

Parks Department

- No report today.

Police Department

- CPD conducted 119 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers responded to numerous additional tips regarding a stolen monkey. The monkey has not been located.
- Officers arrested a woman for OWI after she crashed her car in the area of 96th and Michigan Rd.
- Officers investigated vandalism to several vehicles in the area of 116th St and Shelborne. Reports were taken. No suspect information is available.

Street Department

- Today duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing pavers around Carter Green
 4. Work on pipe repair work orders
 5. Getting open work orders completed
 6. Cleaning Walls and Patching at Tarkington Garage
 7. Tractor mowing around town
 8. Watering flowers adding fertilizer
 9. Work on open street light work orders
 10. Make hand sanitizer
 11. Trash and recycling cans emptied around town
 12. Cutting chains for additional hanging baskets.
 13. Clean fountain filters
 14. Daily Claims
 15. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 31 Line Locates
 2. 27 Phone Calls
 3. 1 My Carmel App request for service
 4. 5 new Service Request
 5. 4 service request closed
 6. 16 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.