

DAILY UPDATE – Wednesday, June 3, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Issued Mayor Brainard issues curfew for Carmel release
 - Issued Meet Me on Main release
 - Issued 46290 news release
 - Drafted solidarity vigil release
- Media Inquiries and Responses:
 - Indy Star
 - WishTV
- Carmel Cares/COVID-19 Response or Special Projects:
 - Posting and monitoring of Facebook pages (daily)
 - Continued planning for solidarity vigil
 - Drafted solidarity vigil talking points for the mayor
 - Met with engineering regarding Japanese Garden expansion, Monon expansion in City Center area and Carter Green signage and plaque installation
 - CMYC Meeting took place June 2
- Advertising/Signage
 - Finalized Wearing is Caring A&DD Archway – facilitated print order
 - Continued work on A&DD Archway panel design focus on kindness in the community
 - Finalized Meet Me on Main ad
 - Decided on Current in Carmel sponsorship selection
 - Continued planning for Current: Bike Carmel ad
 - Continued planning for Kit monthly ad
 - Continued work on updated Trivia Questions for Midtown Screen
- Events:
 - Continued work and planning for June Meet Me on Main virtual event
 - Continued self-guided Conquer the CAB through June 7
 - Midday at Midtown took place June 2
- 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)
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)

- Updates to staff calendars
- Continued work on Google Analytics
- Newsletter content discussion
- Rescheduled meeting with Pedcor
- Budget
 - Sent Fifth Third purchase card claims to Controller's office
 - Followed up with re: linking Nancy's new card to my group manager account. She is working with Fifth Third this afternoon to accomplish. Will complete that report & claim once done.
 - Submitted PO and order to ICS for Molly's laptop
 - Finalized invoice + PO approval and inputting all claims in system for 6/2/20 claims deadline
 - Printed invoices & claims and assembled for delivery to Controller's office
 - Delivered claims to City Hall

Department of Community Services

- 28 building inspections scheduled – 3 commercial and 25 residential.
- The Plan Commission Residential Committee met last night with the following results:
 - Courtyards of Carmel (Epcor) Discussion of traffic circulation and impacts. Discussion of house architecture and detailing. Remains in Committee.
 - 146th and Monon PUD Redzone (Estridge) Forwarded to full PC with favorable recommendation, 3-1. Kestner voted against.
 - North End Town Homes (Old Town) Forwarded to full PC with favorable recommendation, 4-0.
 - Legacy Townhomes (Lennar) Forwarded to full PC with favorable, 4-0.
- Staff is finalizing reviews for Miller Automotive project on Range Line Road
- Staff will be meeting with John Molitor to finalize a proposed zoning ordinance update of Group Homes provisions
- Staff will be inspecting a 23,000 sf house being constructed in Laurel Ridge subdivision
- Staff is continuing to work on Park Impact Fee Assessments from last week's rush to lock in the old PRIF
- Staff is working with Kevin Paul on Bub's Café's site redevelopment, to help him get his project in good form
- Tomorrow is the Plan Commission Commercial Committee. The meeting will be held remotely via Zoom; there are three items on their agenda.

Engineering

- The Engineering Department continues to remain at full strength and working remotely.

- The Department performed 10 private development inspections on Tuesday including 8 general inspections, 1 BMP inspection and 1 storm water site inspection.
- Inspectors also continue to spend time at Carmel Drive and Range Line Road and the City Center wall installation that are both public projects.
- 3 new service requests came into the Department on Tuesday consisting of 2 drainage complaints and 1 general complaint.
- 8 new right of way permits were processed and 23 inspections of open right of way permits were completed.

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 EOC staffing, system training, water meter project, fiber location mapping, new subdivision addressing inquiries, and continued work on existing projects.
- The ICS Network & Comm's group has been working on EOC staffing, camera deployment, AV maintenance, fiber project, phone system, fiber locates, and continued work on existing projects.
- The ICS Systems group has been working on a purchase program error, forms, certificate project, systems work, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- No report today.

Human Resources

- No report today.

Office of the Controller

- No report today.

Parks Department

- No report today.

Police Department

- CPD had officers dedicated to Monon on foot and bicycle patrol.
- Officers provided security and traffic control for two protests.
- No curfew issues were reported.

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Cut concrete for removal/replacement
 4. Work on Hazel Dell landscape grasses
 5. Spraying weeds around town and trees
 6. Replacing pavers around Carter Green
 7. Start painting Statues in the AD & D
 8. Tarkington Garage cleaning and patching
 9. Work on pipe repair work orders
 10. Cleaning Walls and Patching at Tarkington Garage
 11. Tractor mowing around town
 12. Inspectors with milling and paving contractor
 13. Watering flowers adding fertilizer
 14. Work on open streetlight/street sign work orders
 15. Trash and recycling cans emptied around town
 16. Clean fountain filters
 17. Daily Claims
 18. Zoom meetings with managers as needed

- Yesterday the Street Dept. did:
 1. 77 Line Locates
 2. 40 Phone Calls
 3. 1 My Carmel App request for service
 4. 9 new Service Request
 5. 4 service requests closed
 6. 9 New Work Orders
 7. 34 Work Orders closed
 8. Processed Daily Claims to pay vendors

Utilities

- The Biobot samples for 5/17 and 5/18 came back as "non-detect".
 - We still have samples for 5/6, 5/20, 5/25, and 5/27 outstanding.
 - Biobot takes a given sample and divides it up in to 6 different aliquots or 6 separate samples.
 - Two of these samples must have the virus RNA present for them to report a # to the client.

- Our lab Supervisor, Tara Washington, is continuing to monitor their sampling method. Based on the \$1,200 per sample cost and differences in sampling methods, recommendation at this time it to concentrate on working with Notre Dame.
 - We have pulled samples that Notre Dame will be reporting on from this same time period in May.

- Positive impression of Notre Dame's sampling method, however, we must remember that their focus as a research based program means that timeliness is not their first priority.