

DAILY UPDATE – Friday, June 5, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Drafting release for CarmelFest fireworks to release in mid-June
- Media Inquiries and Responses
 - Photo selection for Wall Street Journal story
 - WISH TV
 - IndyStar
- Carmel Cares/COVID-19:
 - Continued work (almost finalized) vendor pledge – had to adjust branding based on recent events
 - Reviewing Public Survey RE: Comfort level for returning to 2020 Events (not yet public)
- Special Projects:
 - Draft of USBR 37 Resolution sent to law department and approved to add to June 15 Council meeting
 - Working with Mitsch Design RE: desk reconfiguration for physical distancing and barriers for our return to the office. Mtg 6-10
- Advertising/Signage:
 - A&DD Archway panels
 - Submitted order for print: A&DD Archway panel design – “A City that Respects, A Community that Cares”
 - Facilitated delivery of panels – “Wearing is Caring” and “Reduce the Spread”
 - Continued planning for Kit monthly ad
 - Finalizing Trivia Questions and graphics for Midtown Screen
 - Work on design for Current ad sponsorship
 - Meet Me on Main Facebook “boost” approved
 - Followed up RE: Bike Carmel ad approval + submission
 - Followed up RE: sponsored content approval + submission
 - Followed up RE: TravelIN Gallery Guide ad & status for submission
- Events:
 - Continued work and planning for June Meet Me on Main virtual event
 - Continued self-guided Conquer the CAB through June 7
 - Discuss possible symphony and ATI performances at Midtown
 - Virtual meeting to discuss Carmel on Canvas event and budget adjustments
- General:

- Carmel TV and YouTube page management
- CRED staff meeting and Director's meeting
- Nextdoor, Facebook page monitoring (daily)
- Compiled City-wide Daily Reports
 - Caught up on daily reports from past week
- Website Updates/Management (daily)
 - Adding news links as we get them (daily)
- Updated news release distribution list
- Facilitated Veteran's paver orders
- Continued work on Google Analytics
- Continued work on E-newsletter and Spring 2020 newsletter
- Review applicant who submitted a request for an internship
- Budget
 - Started spreadsheet for determining Ice net revenue, based on internal meeting (will update further after meetings with Arctic Zone and Controller's office)
 - Followed up on laptop status for two staff members
 - Followed up on Carmel Monthly invoicing
 - E-mailed RE: scope of services document for Artomobilia to complete additional services amendment to contract

Department of Community Services

- 14 building inspections on the schedule - 4 commercial, 1 institutional and 9 residential
- Today is packet day for the June 16 regular Plan Commission meeting
 - Filings docketed for that agenda will be updated, locked in and made available to the public via Laserfiche
 - There are a total of seven (7) items on the June 16th Agenda, including three (3) public hearings
- At last night's PC Commercial Committee, there were three (3) items discussed:
 1. Zotec ADLS Amendment (approved 4-0)
 2. Jacksons Grant Village PUD (passed 3-1 with favorable recommendation, back to PC on 6/16 for final vote)
 3. Exmoor at Jacksons Grant PUD amendment (passed 4-0 with favorable recommendation, back to PC on 6/16 for final vote)
- Planning staff is completing review of final draft US 31 Corridor Plan update

Engineering

- The Engineering Department remains healthy and working at full strength
- On Thursday the department performed 10 private development inspections throughout the City
- 12 new right of way permits were issued and 9 inspections took place on existing right of way permits
- 4 new service requests were also received.

Fire Department

- No report today.

Information and 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 system training, water meter project, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on tele-meetings, access control system, wireless bridge, public safety communications, radio work, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system maintenance, new app' testing, 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

- I received several unsolicited reviews of the antibody testing yesterday
 - Everyone is complementary of how well the process is working
- Dave Huffman's report of COVID-19 symptoms in an employee family member is the first potential exposure we've had in a few weeks.
 - No positive employee tests since May 14
- Viral tests continue at a slightly lower level than in the first two months.
- Our new open enrollment system is ready to go in the fall
- The civilian performance appraisal process, which takes place in August and September, is under review now

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 one protest in the Arts and Design District
 - There were 50-60 protesters
 - There were no issues to report

- Officers investigated a burglary on Combs Avenue
 - Cash and jewelry were stolen
- Officers arrested a man for Invasion of Privacy after it was determined he had violated a protective order
 - He was taken to the Hamilton County Jail

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Hauling sweeper debris from the shop
 4. Pouring concrete at various locations
 5. Working on Hazel Dell landscape grasses
 6. Spraying weeds around town and trees
 7. Working on pipe repair work orders
 8. Installing more plantings at City Center and Ditch
 9. Inspectors with milling and paving contractor
 10. Watering flowers adding fertilizer
 11. Working on open streetlight/street sign work orders
 12. Trash and recycling cans emptied around town and remove gum from sidewalks
 13. Cleaning fountain filters
 14. Daily Claims
 15. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 66 Line Locates
 2. 20 Phone Calls
 3. 1 My Carmel App request for service
 4. 8 new Service Requests
 5. 6 service requests closed
 6. 6 New Work Orders
 7. 13 Work Orders closed
 8. Processed Daily Claims to pay vendors

Utilities

- No new health issues to report.
- Utility employees are getting tested and signed up for the anti-body test.
- The Home Place Water Main project has progressed to start work in four neighborhoods off of 111th Street between the Monon Trail and Westfield Blvd.
- The sub-divisions are Willowmere, Lady Hamilton Estates, Winding Brook and Echo Crest
 - Total of 74 homes will have access to water when completed.

- The 36" water main is getting close to being completed and is 7 to 10 days away from being put into service.
 - This will allow us to better use our full pumping capacity to meet summertime demands and provide improved overall fire protection for the US 31 Corridor and west to Michigan Road.
- Daily work orders remain very steady and slightly up from the same time period last year.
- Water production also remains in the 11 million gallons per day range.
 - If we do not get rain this weekend, we will be in the 13 to 14 million gallon per day range next week based on historical data.
 - It will be interesting to see if the virus has an impact on summertime irrigation.
- The Household Hazardous Waste site opened this morning at 8:00 a.m.
 - We have had 10 drop offs this morning and several calls asking if we are open.
 - So far it has been manageable with no issues to report.