

DAILY UPDATE – Tuesday, June 9, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report today.

Community Relations and Economic Development

- Releases:
 - Finalized fireworks release
 - Reviewed final draft of release for Shop Healthy
 - Sent Silver Alert cancellation
 - Edited police statement
- Media Inquiries and Responses:
 - Current media request review from Coonrod
- Carmel Cares/COVID-19:
 - Shop Healthy Pledge
 - Discuss window clings
 - Work to get quote for printing
 - Carmel Cares FB page monitoring and updates
 - 1,629 people like, 1,868 people follow, 2563 members
- Special Projects:
 - Mobile Stage
 - Continued communication regarding repair and updated design for stage wrap
 - Reviewed trivia questions for Midtown Screen
 - Reviewed Reconnecting Carmel Task Force minutes
 - Reviewed contract for video equipment needed for live video feeds and expanded Carmel TV
 - New Bike Share Program Research
 - USBR-37 follow-up
 - EVSE research
 - Traffic Garden research
- Advertising/Signage:
 - Continued work on KIT Magazine ad on Carmel Cares
 - Continued work on Travel IN Gallery guide
 - Correspondence with Current to cancel Music on the Monon ads for 6/16 and 6/23 issues
- Events:
 - Finalized and internal testing of Laserfiche (and Survey Monkey) form for residents re: 2020 events
 - Attended virtual meeting about Carmel event plan
 - Continued planning for quarterly merchant meeting
- General:

- Carmel TV and YouTube page management
- CRED staff meeting and Director's meeting
- Nextdoor, Facebook and other social media page monitoring (daily)
- Compiled City-wide Daily Reports (daily)
- Website Updates/Management (daily)
 - Adding news links as we get them (daily)
- Continued work on Google Analytics
- All Things Carmel insurance matters
- Continued work on updating email distribution lists.
- Continued work on E-newsletter and Printed Spring 2020 newsletter
- Budget
 - Received and saved invoices
 - Worked with CRED staff member and Controller's office on check deposit/refund
 - Worked with ADC on question re: invoicing
 - Updated budget sheet tracking
 - Misc. admin items
 - Prepped purchase program for next claims date
 - Added budget deadlines to calendar
 - Updated Basecamp tasks
 - Checked Fifth Third website to see if updates were made

Department of Community Services

- 18 building inspections scheduled – 2 commercial, 1 institutional and 15 residential
- Staff is working with Councilman Rider on turnover of Monon Lake subdivision from MI Homes
- Staff is working on the question raised to Council level of whether timelines for completion of landscaping for residential is an issue to address
- Staff is working with Soori on a second sign for her property at Monon & Main where she intends to operate a commercial kitchen preparing meals for those in need
- Staff working with the Engineering Department to finalize the patio for Savour restaurant in the Arts and Design District
- Staff is working with Omoni Grill on a patio in the Meridian Village Plaza at Smoky Row and Rohrer Road
- The total number of units which recently received 'Early Assessment' of Park Impact Fees is **3014**, including apartments, condos, townhouses and single family detached
- Staff will be meeting with ATAPCO who is filing for Phase II of Lakeside Park apartments, on land adjacent to Braunability
- Staff will be meeting with Family Express to discuss variances needed to construct suburban style gas/convenience store in Uptown Village of West Clay

Engineering

- The Engineering Department remains healthy and working at full strength less a few people that are utilizing PTO time
- On Monday the Department provided 14 private development inspections throughout the City
- Our inspectors are currently monitoring 15-20 active projects throughout the City although some of the activities are not currently taking place within the Right of Way
- Inspectors are spending a majority of their time watching over the City projects at the Carmel Drive and Range Line Road roundabout and at the City Center wall project
- The Department processed 11 new right of way permits on Monday and provided 11 inspections of open right of way permits
- 4 new service requests were also received consisting of 3 general concerns and 1 drainage concern
- Larger construction projects at Carmel Drive and Penn and at 96th and Haverstick are tracking towards being complete around July 4th

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 employee is working from vehicles
 - No reports of sickness at this time
- The ICS GIS group has been working on ProjectDox reviews, CFD initiative, system training, water meter project, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on network wiring, bridge, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email journal project, 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

- Addressed telecommunications, City Code, case discovery, door-to-door solicitation, ADA and general issues
- Reviewed new record requests
- Reviewed and signed record request responses
- Reviewed contracts
- Filed a bankruptcy proof of claim
- Addressed a CFD merit law issue
- Advised the 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 had officers dedicated to the Monon Trail on foot and bicycle patrol
- Officers investigated a shoplifting incident at a retail store on Michigan Road
 - GPS units were stolen.
- Officers investigated a theft from a vehicle on Season East Drive
 - A purse was stolen from a vehicle and credit cards were used
- A Silver Alert was issued for a 75-year-old man from Carmel
 - He had been missing since 10:30am
 - He was eventually safely located in Putnam County, IN
- Officers responded to a hit and run accident on US31 at the 128-mile marker
 - Investigation is ongoing
- Officers arrested a subject for possession of marijuana during a traffic stop on W 116th St

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing pavers around Carter Green
 4. Placing 3m pavement markings down
 5. Replacing two dead trees on City Center Planters
 6. Spraying weeds around town and trees
 7. Working on pipe repair work orders
 8. Tractor mowing around town
 9. Finish replacing two trees at City Center
 10. Inspectors with milling and paving contractor
 11. Watering flowers and adding fertilizer
 12. Working on open streetlight/street sign work orders
 13. Cleaning fountain filters
 14. Daily claims
 15. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:

1. 83 line locates
2. 46 phone calls
3. 0 My Carmel App requests for service
4. 21 new service requests
5. 7 service requests closed
6. 13 new work orders
7. 8 work orders closed
8. Processed daily claims to pay vendors

Utilities

- No report today