

## **DAILY UPDATE – Monday, June 15, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

#### **Community Relations and Economic Development**

- Releases:
  - Schedule Fireworks Release to issue at 7am on June 16
  - Discussed drafting Blood Drive release
- Media Inquiries and Responses:
  - None to report
- Carmel Cares/COVID-19:
  - Suggested website Reconnecting plan
  - Shop Healthy Pledge
    - Window clings arrived today
    - 33 businesses have taken the Pledge as of 4:50 p.m. on June 16
      - 19 requested face masks: 190 Carmel Cares masks have been distributed and 940 disposable masks have been distributed
    - Received one Pledge sign up on June 15
      - Discussed how to get more businesses to sign up in staff meeting
  - Carmel Cares FB page monitoring and updates
    - 1,633 people like, 1,873 people follow, 2,574 members
- Special Projects:
  - AD&D Merchants Meeting
    - Internal meeting re: Agenda
      - Finalized agenda
      - Began draft of Power Point presentation
- Advertising/Signage:
  - Review Kit Magazine ad for final approval
  - Film Fireworks video
  - Received current sponsorship letter to send to corporate headquarters
  - Approved final ping pong table design and estimate
- Events:
  - Virtual meeting re: Mooncake 5k
  - Worked on summary of events and updates to Events Word doc and excel spreadsheet (in progress)
  - Sent Holocaust Ceremony thank you letters for final approval
  - Reviewed several BPW requests
  - Conquer the CAB self-guided tour started on June 13 and ends on June 21

- General:
  - Carmel TV and YouTube page management
  - 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)
  - Basecamp updates
  - Calendar scheduling (meetings, organizational work)
  - Budget
    - Worked on Ticket Spice data spreadsheet in preparation for meeting
      - Sorted data, color-coded by day, etc
    - Internal meeting re: Ticket Spice data
      - Reviewed spreadsheet
      - Started analyzing particular days and matching numbers to current data
    - Finalized updates on budget sheets and printed items for Nancy for tomorrow's meeting
  - Emails
    - Sent note to team and vendor re: early deadline for invoices
    - Follow-up with Sophisticated Living to let them know we do not have any funds for advertising at this time
  - Received and saved invoices

### **Department of Community Services**

- 22 building inspections scheduled – 1 commercial, 1 institutional and 20 residential
- The Plan Commission meets tonight with three public hearings on the docket, as well as votes for five Old Business items:
  - **Public Hearings:**
    1. Docket No. 19090013 OA: Accessory Dwelling Ordinance Standards
    2. Docket No. PZ-2020-00038 DP/ADLS: KinderCare Learning Center
      - a. Proposal for a 12,000 square feet childcare and educational facility at 10910 N. Michigan Road
    3. Docket No. PZ-2020-00068 OA: Beekeeping Ordinance Standards
  - **Old Business:**
    1. Jackson's Grant Village PUD Rezone
      - a. Republic Development is seeking to rezone 16 acres at the northwest corner of 116<sup>th</sup> St. and Spring Mill Road to develop a mixed-use neighborhood
    2. Legacy Townhomes
      - a. Lennar is seeking plat approval for 142 townhouses to 12 acres in the Legacy PUD
    3. 146<sup>th</sup> and Monon PUD Rezone

- a. Estridge is seeking to rezone 1.26 acres at 146<sup>th</sup> Street and the Monon to build 15 townhomes
- 4. North End Town Homes
  - a. Old Town is seeking ADLS approval for 46 new townhomes in North End PUD
- The DOCS summer intern started work today in the Planning and Zoning office
  - Mason Klain, an Urban Planning student at Arizona State University, will be assisting us on a variety of projects and customer service responses until early August

### **Engineering**

- The Engineering Department remains healthy and working at full strength
- On Monday the Department provided 12 private development inspections including 11 general inspections and 1 subgrade proof roll
- 3 new service requests came into the office consisting of 1 drainage concern, 1 traffic concern and 1 general concern
- 4 new right of way permits were issued, and 17 inspections took place on existing right of way inspections

### **Fire Department**

- CFD responded to a large barn fire early this morning around 2:30 at 13201 Ditch Road
  - This is located just north of Main St on the east side of Ditch Road
  - Crews found a large barn fully involved upon arrival
  - The fire was a total loss
  - Several expensive items (personal property) were lost but there were no injuries
  - The home was not damaged, and the family is not displaced.
  - Engine 346 was first on the scene
  - Fire is currently under investigation
  - Water Dept notified of approximately 500,000 gal water used to extinguish the fire
  - Crews marked in service around 9:00 this morning



### **Information and Technology**

- The ICS Dep't has 14 FTE and 1 PTE
  - 5 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 population counts, system training, water meter project, map work, form work for CPD, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on new Courts location, City cameras, City AV system, access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on certificate project, Cityworks reports, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

### **Legal Department**

- None to report

### **Human Resources**

- The Aria bill for week 11 is \$37,740 for 280 tests
- The total cost through June 14 is \$607,275.00 for 3944 tests
  - They have actually done more than 4000 tests, but these are what we've been charged for
- Some of the civilian departments, especially the Street Department, have backed off their testing a bit
- Antibody testing has entered its third week.
  - So far 19 people have tested positive for antibodies—11 who knew they had the virus, 8 who didn't

### **Office of the Controller**

- None to report

### **Parks Department**

- None to report

### **Police Department**

- CPD had officers dedicated to the Monon Trail on foot and bicycle patrol
- Officers assisted the Carmel Fire Department with a structure fire on Ditch Road

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Picking up trash on Keystone Parkway
  4. Cleaning Sophia Square

5. Replacing concrete sidewalk on Kirkendall Ct
  6. Working on counters in Huts
  7. Rehab inlets on paving list
  8. Tractor mowing around town
  9. Working on trimming tree work orders
  10. Emptying trash and recycling cans
  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. 37 phone calls
    3. 3 My Carmel App requests for service
    4. 15 new service requests
    5. 3 service requests closed
    6. 25 new work orders
    7. 7 work orders closed
    8. Processed daily claims to pay vendors

### **Utilities**

- None to report