

## **DAILY UPDATE – Wednesday, June 17, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

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

- Releases:
  - Starting to draft the Blood Drive release
  - Draft 116<sup>th</sup> Street Roundabouts release
- Media Inquiries and Responses:
  - Fox 59
- Carmel Cares/COVID-19:
  - Suggested website reconnecting plan
  - Shop Healthy Pledge
    - 2 pledges received on June 16, 2020
  - Carmel Cares FB page monitoring and updates
    - 1,633 people like, 1,873 people follow, 2,577 members
- Special Projects:
  - AD&D Merchants Meeting
    - Review Power Point
  - Mitsch Design – updated desk configuration for social distancing
    - Forwarded new layout to Department Director
      - Director reviewed plan for District office configuration adjustment for return to work
    - Followed up with Mitsch to confirm receipt of e-mail and ask about adding items for conference room
  - Meeting with OMNI regarding live feed
- Advertising/Signage:
  - Updated advertising listing spreadsheet and advertising to-dos in Basecamp
  - Art direction to Wilkinson Brothers for July Carmel Monthly ad
    - Note: Will also use design for KIT Magazine ad
  - Coordinated print order for Ping Pong wrap
  - Reviewed Fireworks video
- Events:
  - Conquer the CAB self-guided tour started on June 13 and ends on June 21
  - Scheduled meeting to continue to discuss Mooncake
  - Scheduled Hoagy Unveiling Event
- 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)
- Basecamp updates
- Newsletter
  - E-newsletter and Print Newsletter Discussion
  - Edit Print Newsletter
- Budget
  - Prepared claim and backup; submitted Nancy's purchase card expense report to Controller's office
- Budget Meeting: review for prep of 2021 Budget
- E-mails re:
  - Received and saved invoices
  - Forwarded inquiry re: Art of Wine from vendor
  - Follow up with Victory Sun re: additional services for Artomobilia
  - Follow up with Jon Oberlander to see if there are any updates for purchasing guidelines

### **Department of Community Services**

- 25 building inspections scheduled – 4 commercial and 21 residential
- The Plan Commission met last evening with the below results:
  - Public Hearings:
    1. Docket No. 19090013 OA: Accessory Dwelling Ordinance – sent to Residential Committee
    2. Docket No. PZ-2020-00038 DP/ADLS: KinderCare Learning Center – Sent to Commercial Committee
    3. Docket No. PZ-2020-00068 OA: Beekeeping Ordinance Standards – Sent to Residential Committee
  - Old Business:
    1. Jackson's Grant Village PUD Rezone – Forwarded to City Council with unfavorable recommendations, 5-4
    2. Legacy Townhomes Primary Plat/ADLS – Approved 9-0
    3. 146<sup>th</sup> and Monon PUD Rezone – Forwarded to City Council with favorable recommendations, 8-2
    4. North End Town Homes Primary Plat/ADLS – Approved 9-0

### **Engineering**

- The Engineering Department remains healthy and working at full strength
- On Tuesday the Department performed 12 private development inspections
- 1 new service request was received into the office related to a drainage concern
- 5 new right of way permits were issued, and 44 inspections were completed on existing right of way permits

## **Fire Department**

- None to report

## **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 water meter project, map work for CPD, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on new Courts location, CFD generator, Utilities gates, City access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on forms, preparing for email server service, certificate project, City Hall equipment setup, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

## **Legal Department**

- Reviewed record requests
- Reviewed and signed supplemental record request responses
- Reviewed contracts
- Researched the Indiana Open Door Law
- Reviewed a guaranteed savings RF
- Prepared for court
- Conducted legal research
- Addressed Launderers settlement
- Advised Mayor and Department Directors
- Addressed eminent domain issues
- Responded to emails and calls

## **Human Resources**

- None to report

## **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 arrested two drivers for OWI in separate incidents
  - Both drivers were impaired on drugs

- Officers responded to a person in mental/emotional crisis
  - Officers took the person to the hospital on an immediate health detention for evaluation
- Lawrence Police Department pursued robbery suspects on US31 through Carmel
  - The suspects were taken into custody in the area of US31 and SR32 in Westfield
  - CPD officers were not directly involved in the pursuit

### **Street Department**

- There is one employee with a possible exposure who is off right now waiting for test results
- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Compact sweeper on paths and sidewalks
  4. Picking up trash on 31
  5. Cleaning Sophia Square
  6. Replacing concrete sidewalks on Kirkendall Ct
  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. 54 line locates
  2. 18 phone calls
  3. 2 My Carmel App requests for service
  4. 3 new service requests
  5. 8 service requests closed
  6. 40 new work orders
  7. 16 work orders closed
  8. Processed daily claims to pay vendors

### **Utilities**

- None to report