

DAILY UPDATE – Thursday, June 18, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Started drafting Blood Drive release to issue 6-18
 - Discussed draft of City Hall Opening release to issue 6-22
 - Drafting 116th Street Roundabouts release to issue 6-24
 - Sent CFD COVID Info Booth Release 6-17
- Media Inquiries and Responses:
 - A Starting Point – request for video
- Carmel Cares/COVID-19:
 - Issued Reconnecting Carmel Survey
 - Shop Healthy Pledge
 - 1 pledge received on June 17, 2020
 - Carmel Cares Team Meeting
 - Carmel Cares FB page monitoring and updates
 - 1,633 people like, 1,873 people follow, 2,577 members
- Special Projects:
 - Gather list of names for Hotel Taste and Stay Testers
 - AD&D Merchants Meeting
 - Finalize PowerPoint
 - Practice run of Teams meeting
- Advertising/Signage:
 - Kit Magazine finalized
 - Permanent hand sanitizing stations are in the process of having wraps applied
- Events:
 - Conquer the CAB self-guided tour started on June 13 and ends on June 21
 - Discuss details of Hoagy Unveiling Event
 - BPW requests, reviews and approvals
 - Continue to plan for future events and update spreadsheets
 - Planning for next Meet Me On Main
- 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 and calendar updates

- Salesforce contact upload
- Coordinated Veteran's Brick order
- Newsletter
 - Continue to draft E-newsletter
 - Continue to edit Print Newsletter
- Correspondence with legal re: Rollfast contract
- Budget
 - Invoices and claims
 - Received and saved invoices
 - Confirmed Midday at Midtown performances with Molly and Kaylee
 - Confirmed line item with Kelli for Veterans Day gifts
 - Coded invoices and compiled to send
 - Sent invoices for review and approval
 - Corresponded with Victory Sun on additional services exhibit for Artomobilia
 - Sent to director for review and approval
 - Input and submitted Fifth Third expense report into website for approval
 - Request to Artists Development Company for invoice update
 - Followed up with two vendors requesting invoice status
 - Confirmed with ICS that payment was sent to vendor
 - Stage use agreement document
 - Correspondence re: BPW process and webpage

Department of Community Services

- 20 building inspections scheduled – 2 commercial, 2 institutional and 16 residential
- Midweek permit update, 6/15 – 6/17:
 - Issued four (4) commercial permits
 - Issued one (1) institutional permit
 - Issued nine (9) residential permits
 - Issued two (2) temporary use permits
 - Issued five (5) sign permits
 - Issued two (2) fence permits
 - Reviewing one (1) commercial remodel permit
 - Reviewing twelve (12) residential permit applications, including one (1) new house
 - Reviewing seven (7) fence permit applications
 - Reviewing two (2) sign permits
- Today I remotely attended the board meeting of the Indiana Construction Roundtable

Engineering

- The Engineering Department remains working at full strength and is beginning preparations to start moving back into City Hall
- On Wednesday the Department performed 13 new private development inspections
- No new service requests were received into the Department on Wednesday
- 10 new right of way permits were processed and in total 71 inspections were performed on existing right of way permits

Fire Department

- No 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 suite addressing, water meter project, map work for CPE & CFD, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on processing returning COVID equipment, phone system changes, network equipment, new Courts location, City access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on setting up new servers, preparing for email server service, computer moves for returning staff, certificate project, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

Legal Department

- Addressed merit board issues, a Code enforcement matter, litigation matters and a Zagster contract issue
- Attended court
- Drafted an ordinance
- Addressed discovery matters
- Reviewed record requests
- Reviewed and signed initial record request responses
- Reviewed and drafted contracts
- Attended a virtual BPW meeting
- Provided advice to Mayor and Department Directors
- 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 investigated a death on Cranston Ave
 - The death is still under investigation
 - Foul play is not suspected.
- Officers investigated a theft from a truck on College Avenue
 - Lawn maintenance tools were stolen between June 14 and June 17th

Street Department

- I have one employee with a possible exposure who is off right now and 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. Paint railing at Sophia Square
 6. Replacing concrete sidewalks on Kirkendall Ct
 7. Rehab inlets on paving list
 8. Tractor mowing around town
 9. Clean statues and prepare for painting
 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. 51 line locates
 2. 35 phone calls
 3. 0 My Carmel App requests for service
 4. 4 new service requests
 5. 4 service requests closed
 6. 12 new work orders

7. 6 work orders closed
8. Processed daily claims to pay vendors

Utilities

- Water production for the last two days has been 20.5 million gallons
 - Today may back down to around 19 million, but then we will likely go over 22 million on Friday
- The College Avenue water line project is 99% complete with a few minor restoration items to complete
- Progress in Home Place continues to be good
 - The dry weather has allowed the contractor to get quite a bit of restoration done
 - We are looking to be done with the Home Place and surrounding areas on the east side in about 30 days
 - They will then head to the west side to installation in Brandywine, Queens Manor and parts of Crooked Stick
- Our sanitary sewer lining project has started with the preparation work to line sewers primarily in Cool Creek and Woodland Springs
 - The actual lining work will start after July 4th
 - This project is part of the IFA loan we closed on back in March