

DAILY UPDATE – Friday, June 19, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Drafting City Hall Opening release to issue 6-22
 - Drafting 116th Street Roundabouts release to issue 6-24
 - Issued release for Blood Drive
 - Issued release regarding Gazebo Concert series cancellation
- Media Inquiries and Responses:
 - None to report
- Carmel Cares/COVID-19:
 - Reconnecting Carmel Survey
 - Have received over 700 responses so far
 - Shop Healthy Pledge
 - 2 pledges received on June 18, 2020
 - Carmel Cares FB page monitoring and updates
 - 1,632 people like, 1,872 people follow, 2,576 members
 - Return to work
 - Set date and time with Street Department for desk reconfiguration
 - Return to work plan email sent to director by a few staff members
- Special Projects:
 - Continuing to gather list of names for Hotel Taste and Stay Testers
 - AD&D and Midtown Merchants Meeting
 - Discussed live stream plans and components
- Advertising/Signage:
 - Working on Brews and Barrels brochure
 - Ad file confirmation with Carmel Monthly
- Events:
 - Conquer the CAB self-guided tour started on June 13 and ends on June 21
 - Continue to evaluate plan for future events and update spreadsheets
 - Continued planning for next Meet Me on Main
 - Connected Victory Sun and Karolyn with winery that e-mailed asking about Art of Wine
- 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)

- Sent update email to Council on June 17
- Acquired list of owned domain names
- Basecamp and calendar updates
 - Continue to draft E-newsletter
 - Continue to edit print newsletter
- Budget
 - Phone call and emails re: Ice Rink 2020-2021 Budget
 - Worked on analyzing Ticket Spice spreadsheet data
 - Internal meeting re: Ice Rink items – Ticket Spice spreadsheet and updates on preliminary budget conversations
- Emails re:
 - Clarifying invoices

Department of Community Services

- 17 building inspections on the schedule – 1 commercial and 16 residential
- This Monday is the meeting of the Board of Zoning Appeals
 - All petitions this month are hearing officer cases
- DOCS Forestry has staff watering a high percentage of the time
 - Will likely be the case for the foreseeable future
 - They continue work removing last year's tree stakes from trees in the right-of-way
- The Fall nursery tree contract was approved on Wednesday BPW
- They started the second treatment round for scale and bagworms this week
 - When completed, will conclude the insect management program for the year
- Arbor Day awards should be finished this week and I will get them to Brandy Yost (house burned – replacement plaque) and this year's winner KAR

Engineering

- None to report

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 apartment addressing, locate map issue resolution, 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 email system, WWTP computers, 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

- None to report

Human Resources

- We installed the temperature kiosk in City Hall this morning
 - A number of employees have tried it and liked it
 - It is easy and accurate

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 an accidental discharge of a firearm on Abbott Pl.
 - A man accidentally discharged a handgun, striking himself in the ankle
 - He was transported to the hospital with non-life-threatening injuries
- Officers investigated a delayed sexual assault
 - Investigation is ongoing and a report was generated
- IMPD located a vehicle that had been stolen from Carmel
 - The vehicle was recovered, and no suspects were with the vehicle when it was found

Street Department

- 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. Painting the railing at Sophia Square
 6. Cutting landscape grasses back
 7. Pouring concrete sidewalk on Kirkendall Ct
 8. Rehab inlets on paving list
 9. Storm pipe repair work orders

10. Tractor mowing around town
 11. Cleaning statues and preparing for painting
 12. Trash and recycling cans emptied
 13. Watering flowers and adding fertilizer
 14. Working on open streetlight/street sign work orders
 15. Cleaning fountain filters
 16. Daily claims
 17. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 71 line locates
 2. 18 phone calls
 3. 1 My Carmel App request for service
 4. 7 new service requests
 5. 9 service requests closed
 6. 33 new work orders
 7. 17 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report