

## **DAILY UPDATE – Wednesday, June 24, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

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

- Releases:
  - Continued working on Release for Reopening – received input regarding Court component
  - Drafted CFD COVID Info Booth release
- Media Inquiries and Responses:
  - None to report
- Carmel Cares/COVID-19:
  - Continued working on reconnecting at work plan
  - Carmel Cares FB page monitoring and updates
    - 1,632 people like, 1,874 people follow, 2,580 members
- Special Projects:
  - Continue to compile list for Hotel Testers
- Advertising/Signage:
  - Sent changes to graphic designer for Carmel Monthly/KIT ad
  - Continued editing KIT magazine ad
    - Photos are good for ad
    - We are adjusting copy and adjusting photos for article and awaiting final copy to review
  - Permanent hand sanitizer stations wrapping complete – stations are ready for placement
- Events:
  - Continued planning for Meet Me on Main
  - Internal discussion re: Midday at Midtown performance
  - Coordinated Artomobilia poster pick-up
  - Continued planning for Veteran’s Day
  - Continued evaluating events
    - Made decisions regarding:
      - Art of Wine
      - Mooncake Festival
      - Bike Carmel Family Fun Ride and Conquer the CAB
      - Meet Me on Main
    - Announcements will be forthcoming to the community
- 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)
- Newsletter
  - Continue to work on Print Newsletter
  - Planned content for e-newsletter
- Budget
  - Claims:
    - Finalized and printed approved invoices and claims
    - Input additional invoices; submitted for approval
    - Assembled claims and delivered to City Hall
  - Worked on budget sheet updates
- Emails re:
  - Line item for expense reports
  - Follow up re: PO for rent payments
  - Invoice questions and timing of payment to vendor
- Admin items
  - Cleaned up shared file items
  - Basecamp updates
  - Saved ad to files

### **Department of Community Services**

- 15 building inspections scheduled – 1 commercial (Proscenium), 14 residential
- The agenda for next week's Plan Commission Committee meetings is being finalized and will be posted soon
  - The Plan Commission has voted to continue with the "two-night" meeting format when in-person meetings return, which will allow those meetings to be televised and streamed live
  - Tuesday evenings will be the Residential Committee meeting night, and Thursday evening being the Commercial Committee meeting night
- Planning staff is working on responses, updates and packets to Bee Keeping Ordinance and Accessory Residential Ordinance
- Planning staff is preparing Council the report for Jackson Grant Village PUD
- Planning staff is currently reviewing plans submittal for Avant Phase II (Grand & Main PUD, blk 3)
- Planning staff is currently reviewing plans for L'Etoile a 6-story mixed use building on West Main, across from American Legion building
- Planning staff is finalizing review of Lauth medical office building

### **Engineering**

- The Engineering Department remains working at full strength
- On Tuesday the Department performed 14 private development inspections
- 21 new right of way permits were issued, and 23 right of way inspections were completed

- 3 new service requests were also performed

### **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 data cleanup, scripting, water meter project, addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on CPD new officer equipment, new Courts location, WWTP gates, City hall temperature sensor, City camera work, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system upgrades, system storage work, WWTP computers, HR app' work, 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**

- 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 burglary on Village Place North
  - Tools were stolen from a job site
- Officers assisted a woman in mental/emotional crisis
  - Officers transported her to the hospital for evaluation

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Painting railings at Sophia Square

4. Cleaning sidewalks in AD&D
  5. Pulling concrete forms
  6. Rehab inlets on paving list
  7. Painting statues
  8. Cutting perennials on Towne Road
  9. Disinfecting public areas and restrooms
  10. Storm pipe repair work orders
  11. Tractor mowing around town
  12. Putting thermo pavement markings down
  13. Emptying trash and recycling cans
  14. Watering flowers and adding fertilizer
  15. Working on open streetlight/street sign work orders
  16. Cleaning fountain filters
  17. Daily claims
  18. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
    1. 39 line locates
    2. 22 phone calls
    3. 0 My Carmel App requests for service
    4. 8 new service requests
    5. 1 service request closed
    6. 32 new work orders
    7. 16 work orders closed
    8. Processed daily claims to pay vendors

### **Utilities**

- None to report