

## **DAILY UPDATE – Tuesday, June 23, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

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

- Releases:
  - Edited 116<sup>th</sup> street RAB release – now waiting for new date updates
  - Edited Return to work release
- Media Inquiries and Responses:
  - Indy Star media request
  - WTHR media request
- Carmel Cares/COVID-19:
  - Carmel Cares FB page monitoring and updates
    - 1,632 people like, 1,872 people follow, 2,578 members
  - Return to work
    - Discussed return to work schedule and protocols for employees
    - Created spreadsheet of dates for staff return
- Special Projects:
  - Continuing to gather list of names for Hotel Taste Testers
  - Drafted CCS Electric Bus Talking Points
  - Work on Misc. CMYC Tasks
  - Compiled city unemployment data for the Mayor
  - Added new products to All Things Carmel online store
  - Worked on Roundabout and TIF contract language
  - Working on insurance matters for Promote Carmel Inc.
  - Discussed Salesforce email distribution test
  - Discussed CarmelLink 2.0 final list for 2020
  - Joined Team meeting for design of elements for Sister Cities Cultural Garden and garden/patio area by Hotel Carmichael
- Advertising/Signage:
  - Continued work on Brews and Barrels brochure
  - Sent Carmel Monthly/KIT Magazine ad draft to team; started compiling changes
  - Finalizing changes to KIT Magazine ad
  - Followed up re: June Carmel Monthly ad file
  - Drafted talking points for Mayor's next video
- Events:
  - Continued planning and coordination for Hoagy unveiling
  - Planning for MMOM
  - Planning for Veteran's Day
- 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)
  - Caught up on submitting full daily reports 6-11 through today
- Website Updates/Management (daily)
  - Adding news links as we get them (daily)
- Basecamp and calendar updates
- Security Mentor lesson
- Newsletter
  - Continue to edit Print Newsletter
- Budget
  - Input invoices & claims into purchase program & submitted for approval
  - Internal phone call and work on re: Ice Rink budget & contract
  - E-mails re:
  - Received and saved invoices
  - Sent quote request/order for stage sections
  - E-mail re: invoice question
    - Follow up re: Fifth Third expense reports
    - E-mailed John Duffy questions re: PO backup + return to District office
    - CMYC Gift Fund balance report

### **Department of Community Services**

- 32 building inspections scheduled – 2 commercial and 30 residential
- DOCS planning staff has bi-weekly update meetings
  - Discussion will focus on new development petitions at Plan Commission and comprehensive planning projects
- Staff is reviewing two demolition permits for houses in the Old Town Overlay Zone
  - 771 1<sup>st</sup> Ave NW is on the Carmel Historic Architecture Survey and a designated Character building in Old Town Overlay Zone
  - 310 2<sup>nd</sup> Street SW
    - Both properties are subject to the 60 day Demo Delay ordinance

### **Engineering**

- The Engineering Department remains working at full strength while some staff members are rotating through summertime PTO
- On Monday the Department performed 13 private development inspections
- 5 new service requests came into the Department with 3 being general requests and 2 drainage concerns
- 4 new right of way permits were issued, and 8 inspections were completed from pervious 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 a story map, gis work for CSD, forms, water meter project, addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on CPD new officer phones, new Courts location, phone system, City camera work, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system upgrades, 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**

- Finalized a recusal motion
- Researched an insurance issue for CFD
- Responded to record subpoenas
- Addressed discovery and case settlement issues
- Prepared for a deposition
- Reviewed record requests
- Reviewed and drafted contracts
- Revised purchasing manual
- Addressed an ADA issue involving trash pick-up
- Drafted an ordinance
- Advised Mayor, Councilors and Department Directors
- Responded to emails and calls

## **Human Resources**

- We continue to prepare for the gradual opening of City Hall
- We have policies in place, and are in the process of updating systems and equipment to accommodate additional safety measures
- Communication with employees has picked up as we near the re-opening date

## **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 made four separate alcohol/drug related arrests including one OWI
- Officers assisted a man in mental/emotional crisis
  - Officers transported him to the hospital for evaluation
- Officers investigated a theft in the 500 block of Monon Blvd.

## **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 A&DD
  5. Pulling concrete forms
  6. Rehab inlets on paving list
  7. Storm pipe repair work orders
  8. Tractor mowing around town
  9. Replacing bad pavers around Carter Green
  10. Putting thermo pavement markings down
  11. Emptying trash and recycling cans
  12. Watering flowers and adding fertilizer
  13. Working on open streetlight/street sign work orders
  14. Cleaning fountain filters
  15. Daily claims
  16. 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. 1 new service request
  5. 3 service requests closed
  6. 27 new work orders
  7. 3 work orders closed
  8. Processed daily claims to pay vendors

## **Utilities**

- None to report