

DAILY UPDATE – Thursday, June 25, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development CRED Daily Report June 25, 2020

Special Projects:

- Met re: grant for Music and Film Festival

Media Inquiries and Responses:

- None to report

Releases:

- Final draft of City Hall opening
- Issued CFD COVID Info Booth release
- Drafting Carmel Link Release
- Drafting Art of Wine announcement release

Events:

- Continued planning for MMOM
- Schedule meeting to discuss Artomobilia
- Discussed planed dates for next Conquer the CAB (July 13-19)
- Virtual meeting re: Memorial Day thank you letters

Carmel Cares / COVID-19

- Continued working on reconnecting at work plan
- Two businesses took Shop Healthy Pledge on June 24
- Carmel Cares Team Meeting
- Carmel Cares FB page monitoring and updates
 - No change in followers/likes/group members.
- Shared reminder about Blood Drive at Brookshire Golf Course

Advertising/Signage/Video:

- Compiled additional revisions for Carmel Monthly/KIT ad and sent to Wilkinson Brothers
- Followed up internally to confirm information for Bike Carmel ad
- Sent direction to graphic designer for Current ads due Tuesday
- Film Bike Education video
- Brews and Barrels Brochure edits
- KIT Magazine – Summer Vibes edits

General:

- Carmel TV and Youtube page management
- CRED staff meeting and Director's meeting
- Nextdoor, Facebook, LinkedIn, Instagram social media page monitoring and updates (daily)

- Compiled City wide Daily Reports
- Website Updates/Management (daily)
- Newsletter
 - Continue to work on Print Newsletter
 - Planned content for e-newsletter
- Budget
 - Internal 2021 Budget Planning Meeting
 - Continued analyzing Ice Rink Ticket Spice data
 - E-mails
 - Questions to Controller's Office re: Ice Rink invoice and payment
 - E-mails re: PO backup items
 - Follow up with Mitsch Design re: quote for additional privacy panel and sound masking materials for District Office conference room
 - Misc. admin items:
 - Meeting scheduling
 - Added items in Basecamp, per budget meeting action items

Department of Community Services

- 27 building inspections scheduled – 3 commercial, 24 residential
- Midweek permit update, 6/22 – 6/24:
 - Issued two (2) commercial permits
 - Issued eight (8) residential permits
 - Issued five (5) sign permits
 - Issued one (1) fence permit
 - Received two (2) Zoning Letter requests
 - Received a C-2 rezone request for Stout Shoes site
 - Reviewing seven (7) residential permit applications, including two (2) new houses
 - Reviewing four (4) commercial permit applications
 - Reviewing five (5) fence permit applications
 - Reviewing four (4) sign permits

Engineering

- The Engineering Department remains working at full strength
- On Wednesday the Department provided 15 private development inspections
- 17 new right of way permits were issued and 21 inspection from open permits were completed
- 8 new service requests were completed consisting of 3 general concerns, 3 maintenance bond requests and 2 drainage concerns

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 fiber data, forms, scripting, water meter project, addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on a fiber cut, new Courts location, WWTP gates, new City camera location, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system upgrades, City Hall PC moves, HR app' work, certificate project, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

Legal Department

- Addressed easement and CFD/CPD issues
- Attended court hearings
- Addressed EIP resolution and Launderer's settlement
- Reviewed record requests
- Reviewed and signed initial and supplemental record request responses
- Reviewed contracts
- Worked on revising purchasing manual
- Advised Mayor, Councilors 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 arrested a man for OWI after he was found in a crashed truck on the side of Gray Road
 - The man had crashed numerous times
- Officers arrested a woman for OWI on Guilford Road after she crashed into a guardrail
- Officers investigated an overdose
 - A woman was transported to the hospital for treatment
- Officers arrested a Kokomo man on an outstanding warrant
- Officers investigated a burglary of a vacant home on English Oaks Drive

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Painting railings at Sophia Square
 4. Rehab inlets on paving list
 5. Painting statues
 6. Pouring concrete on Camden Lane
 7. Cutting perennials on Towne Road
 8. Disinfecting public areas and restrooms
 9. Storm pipe repair work orders
 10. Tractor mowing around town
 11. Putting thermo pavement markings down
 12. Emptying trash and recycling cans
 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. 77 line locates
 2. 27 phone calls
 3. 0 My Carmel App requests for service
 4. 7 new service requests
 5. 2 service requests closed
 6. 26 new works orders
 7. 5 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- Water production went down to 17.5 million gallons earlier this week with the rain we had
 - It was back up to 19 million yesterday and will probably go to 21 million today