

DAILY UPDATE – Friday, June 26, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report

Community Relations and Economic Development

- Releases:
 - Finalized City Hall Opening
 - Finalized 116th Street release
 - Finalizing Carmel Link release
 - Finalizing Art of Wine announcement release
- Media Inquiries and Responses:
 - IndyStar
- Carmel Cares/COVID-19:
 - Continue to work on employee return to work plan
 - Shared plan with HR
 - Carmel Cares FB page monitoring and updates
 - 1,875 followers, 1,634 likes, 2,581 group members
- Special Projects:
 - Finalized Hotel Testers list
 - EV White Paper
 - Electric bus photos and information FB post information
 - Work on Mayor Op-Ed letter
 - Spoke with artist re: butterfly mosaic
 - Emailed Street Department re: butterfly mosaic
 - Sent update email to City Council members
 - Results of non-scientific community survey regarding event attendance and comfort level are in
 - Analyzing more than 940 responses
 - Art of Wine decision
 - Reminded of upcoming Movies and Midday at Midtown
 - Hold Dates reminders
 - Homage to Hoagy official unveiling
 - Taster Event late July for Hotel
 - Upcoming News Releases:
 - Return to work for city and opening City Hall
 - Road Construction Projects for 2020 and 2021
 - Draft being finalized to announce the Carmel Link 2.0 projects
 - 116th Street Roundabouts at College and Guilford
 - From Hamilton County Tourism:

- This campaign is now running in the Fort Wayne market along with a social media campaign in “all Indiana” and parts of Chicago.
<https://www.youtube.com/watch?v=FyxpzZoDUGs>
- Advertising/Signage:
 - Brews and Barrels Brochure final edits
 - KIT Magazine – Summer Vibes final edits
 - Compiled revisions for Carmel Monthly/KIT ad and sent to Wilkinson Brothers
 - Coordinated approval of final draft and sent to KIT
 - Saved files to shared folders
 - Emailed Indianapolis Monthly re: changing date for ad
 - MMOM ad
- Events:
 - Conquer the CAB bike ride(s)
 - Determine winner and notify from last event
 - FB event, press release, general organizational tasks
 - Continued work for MMOM
 - Reached out re: MMOM caricatures and additional safety measures
 - Some continued work on Veteran’s Day event
- 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)
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)
 - Newsletter
 - Continue to work on Print Newsletter
 - Continue to work on e-newsletter
 - Claims/Invoices
 - Finalized and prepared two additional invoices
 - Delivered claims to City Hall
 - Ice at Carter Green
 - Internal meeting to discuss revenue numbers
 - ICG website
 - ICG contract
 - Created new press release protocol
 - Worked on excel spreadsheet of headquarters
 - Updated contacts/distribution list
 - CMYC various event planning and correspondence

Department of Community Services

- 15 building inspections on the schedule – 4 commercial and 11 residential

- The Active Transportation planner is working to finalize Collisions with Fatalities graphs
- The AT is working the DOCS planning intern to map using GPS all bike racks in the City
- Monon Greenway counters show use for the week:
 - 471 at 106th Street
 - 9,766 at 96th Street trailhead
 - 10,322 at City Center
 - 16,241 at Main Street
 - 11,728 at North trailhead
- AT is communicating with and preparing comparative analysis of Zagster bike share replacement companies:
 - Movatic
 - Koloni
- The Sign Administrator is working with the summer intern on update to Temporary Signs Inventory; locating and confirming all Temporary Signs are permitted and in compliance

Engineering

- No report

Fire Department

- No report

Information and Technology

- No report

Legal Department

- No report

Human Resources

- No report

Office of the Controller

- No report

Parks Department

- No report

Police Department

- CPD had officers dedicated to the Monon Trail on foot and bicycle patrol
- A theft was reported at the Carmel High School tennis courts
 - Tennis equipment was stolen
 - Officers are investigating

- Officers assisted a woman having a mental/emotional crisis
 - She was transported to the hospital for evaluation
- Officers responded to a report of a sex crime
 - Investigation is ongoing

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. Pulling forms and finishing dirt work
 7. Disinfecting public areas and restrooms
 8. Storm pipe repair work orders
 9. Tractor mowing around town
 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. 32 line locates
 2. 22 phone calls
 3. 0 My Carmel App requests for service
 4. 6 new service requests
 5. 9 service requests closed
 6. 16 new work orders
 7. 26 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- No report