

DAILY UPDATE – Monday, June 29, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No report

Community Relations and Economic Development

Media Inquiries and Responses:

- None to report

Events:

- Sent Report to Council for 7-6-2020 mtg. re: Carmel Music and Film Festival.
- Continued planning for MMOM
 - Correspondence w/ merchant regarding event

Releases:

- Issued City Hall opening release
- Issued Carmel Construction 2020-2021 release
- Continued working on releases:
 - Art of Wine
 - Pennsylvania and Carmel Drive opening - on hold
 - RABs - 116 at College and Guilford

Carmel Cares / COVID-19

- Continued working on reconnecting at work plan
 - Worked on office return issues
 - Most CRED employees have their return dates planned
 - Met Street Department at District Office to move and reconfigure desk space for proper physical distancing
 - Prepared District office for re-entry
 - Printed signage for protocols, hand-washing procedures, etc. and placed around office
 - Placed hand sanitizer bottles in various high-traffic/shared spots in the office
 - Prepared front entry station with thermometer and face masks
 - Wiped down counters, door handles and light switches
 - Sent e-mail to District Office members of items to note
 - Created new nameplates for cubicle signage for new department members and updated others for consistency
 - Begin re-organization of City Hall Office
- Carmel Cares FB page monitoring and updates
 - 1,635 people like, 1,880 people follow, 2,585 members

Advertising/Signage/Video:

- Final edits to Brews and Barrels Brochure and KIT ad
- Permanent Hand Sanitizing Stations placed at various sites and two temporary stations set up at City Center and 3rd Ave (for Homage to Hoagy Kiosks)

- Correspondence with Current Publishing re: ads due Tuesday
- Sent ad to Carmel Monthly for July issue
- Correspondence w/ OMNI for Utilities sewer rehab project video

Special Projects:

- Correspondence w/ Hotel and Center re: Taste Testers list
- Internal meeting re: Carmel Link 2.0
- Internal meeting re: Duke utility boxes
- Correspondence w/ law department re: Rollfast contract
- VW/IDEM Grant Application Research
- Conquer the CAB Promotion
- CCAT Work
- Sent conference room photos to Mitsch Design for quote on sound masking materials

General:

- Carmel TV and Youtube page management
- 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
 - Issued e-newsletter
- Calendar, Basecamp, Shared file updates
- Merchant communication
 - Emailed Indie Coffee Roasters re: events
 - Emailed CCA re: pledge form
 - New merchant- sent welcome email
 - Spoke with Kuaba Gallery and set up a meeting next week
 - Called and emailed Peace Water Winery re: Art of Wine

Department of Community Services

- 13 building inspections scheduled – 1 commercial and 12 residential
- DOCS Permit/Construction activity for the week of June 22:
 - Conducted 108 building inspections: (10 commercial, 3 institutional, 95 residential)
 - Performed Thirty-five (35) plan reviews (4 commercial plans, 8 fences, 15 residential plans, 6 signs, 2 temporary use)
 - Issued twelve (12) building permits including:
 - 2 commercial building permits
 - 10 residential building permits, including 3 new houses
 - Issued two (2) Temporary Use permits
 - Issued two (2) fence permits
 - Issued two (2) sign permits
- Four (4) Plan Commission petitions were submitted

- One (1) rezone application
- Two (2) zoning letter requests
- One (1) Site Design Review (SDR)

Engineering

- No report

Fire Department

- No 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 address lists, business site addressing, 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 and conduit replacement, Utility solar project location, tower rack project, new Courts location, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system upgrades, Cityworks communication issue, 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

- No report

Human Resources

- We are welcoming employees back to City Hall today
 - There are 40 people here now, out of 87 that normally work here
 - For some, it is the first day back since March 17
 - Everyone who returned tested negative for the virus within the past week
- The morning procedures went fairly smoothly
 - Temperature, mask, symptoms survey, hand sanitizer
- This week will be a trial run for when we open to the public next week
 - We expect that employees will have some concerns or suggestions we haven't addressed
 - We will update the policy accordingly

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
- Officers arrested four people for OWI over the weekend
- Officers assisted three individuals having mental/emotional crises
 - They were all transported to the hospital for evaluation
- Officers responded to several criminal mischief complaints
- Officers arrested an intoxicated female near Range Line Rd. and 116th St. for Battery and Resisting Law Enforcement
 - She was taken to jail
- Officers responded to a domestic battery report

Street Department

- My Operations manager who had a possible exposure is back to work today after two negative COVID tests
- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Painting the railings at Sophia Square
 4. Rehab inlets on paving list
 5. Installing raised crosswalk on 101st Street
 6. Disinfecting public areas and restrooms
 7. Storm pipe repair work orders
 8. Tractor mowing around town
 9. Putting thermo pavement markings down
 10. Emptying trash and recycling cans
 11. Watering flowers and adding fertilizers
 12. Working on open streetlight/street sign work orders
 13. Cleaning fountain filters
 14. Daily claims
 15. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 37 line locates
 2. 25 phone calls
 3. 0 My Carmel App requests for service
 4. 8 new service requests
 5. 1 service request closed
 6. 24 new work orders
 7. 2 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- Water production last Friday was 21.5 million, then dropped off to 14 million on Saturday and 15 million yesterday due to the rain
 - While it has rained, it is still hot so we will probably stay in the 14 to 15 million gallons a day range and build back up to the 20 million range by the end of the week
- The 36 water main project is now complete with the main being put in to service yesterday
 - Restoration and the re-planting of some trees has started and should wrap up late this week, weather permitting
- Home Place continues to progress ahead of schedule
 - Interest in hooking up to water is consistent
- We have had many test results come back over the last week, all negative
 - We do have one employee out with Mono who has tested negative for COVID
 - Other than that people are healthy