

DAILY UPDATE – Monday, June 30, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Art of Wine release issued
 - Continued work on 116th Street release
- Media Inquiries and Responses:
 - IndyStar
 - FOX 59
 - Travel blog writer
- Carmel Cares/COVID-19:
 - Continued work on reconnecting at work plan
 - Work with two CRED staff members re: desk phone numbers
 - Planning for City Hall offices (computer monitors, director's desk issue, etc.)
 - Carmel Cares FB page monitoring and updates
 - 1,636 people like, 1,881 people follow, 2,588 members
- Special Projects:
 - Correspondence with Hotel and Center re: Taste Testers list
 - Dealt with All Things Carmel payroll issues
 - Mayor's letter on race update
 - Finalizing contract for TIF and Roundabout studies
 - Schedule meeting re: Music and Film Festival (Exec. Director and CRED Director)
- Advertising/Signage:
 - Bike Carmel ad reviewed and approved; file sent to Current
 - Met with Travel IN re: advertising plan
 - Follow up on ad artwork
 - Review Meet Me on Main ad
 - Sent letter sponsorship opportunity letter to businesses on behalf of Current in Carmel
- Events:
 - Continued planning for MMOM
 - Continued planning for Homage to Hoagy unveiling
 - Ordered cookies
 - Temp. hand sanitizing stations in place at City Center and 3rd
 - Discussion re: 75 Anniversary End of World War II Commemoration
 - Christkindlmarkt and Ice at Carter Green planning
 - Discussed plans for revised Mooncake 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)
 - Caught up on reports for 6/23, 6/25, 6/26
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)
 - Correcting ambulance payment portal issue
 - Newsletter
 - Continue to work on print newsletter
 - Correspondence with Street Department re: Veteran's Bricks
 - Budget
 - Ice Rink Fund budget
 - Worked on 2020-2021 budget numbers
 - Phone call with Controller re: appropriation
 - Phone call with Street Department re: timing of contract and items needed
 - E-mails with Controller and Legal re: appropriation deadlines and process; contract and payment for Ice items
 - Will need appropriation amount to Legal by end of week
 - Internal staff call re: contract and budget items
 - Internal staff call re: Webex account setup and payment
 - Updated Rollfast contract amendment exhibit
 - Emails re:
 - Claims deadline on Wednesday
 - Follow up on Fifth Third expense reports
 - Follow up on stage section quote
 - Received and saved invoices
 - Emailed re: invoice for permanent hand sanitizing stations

Department of Community Services

- 16 building inspections scheduled – 2 commercial and 14 residential
- Staff is working to update the Mayor on the VWC Convenience Store project that is garnering a fair amount of public feedback/concern.

Engineering

- None to report

Fire Department

- None to report

Information and Technology

- The ICS Dep't has 14 FTE and 1 PTE
 - 4 FTE employees are working from home
 - No reports of sickness at this time
- The ICS GIS group has been working on address lists, business site addressing, fiber data, traffic maps for CPD, scripting, water meter project, addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on the Utility solar project location, camera system upgrade, phone system changes, new Courts location, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system upgrades, Microsoft issues with new patch, 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

- Reviewed several record requests
- Reviewed and signed several initial and supplemental record request responses
- Reviewed contracts
- Revised ordinance draft
- Addressed discovery issues
- CPD/CFD donation review
- Public nuisance review
- 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 responded to a domestic disturbance
 - A male was arrested for domestic battery
- Officers responded to nine criminal mischief reports in the Heather Knoll subdivision
 - A female suspect spray-painted sidewalks in front of nine residences

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. Setting up barricades at Northview Church for Fireworks
 6. Disinfected public areas and restrooms
 7. Storm pipe repair work orders
 8. Tractor mowing around town
 9. Putting thermo pavement markings down
 10. Working on the grasses at 126th and Shelborne
 11. Pulling weeds in urns
 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. 80 line locates
 2. 27 phone calls
 3. 0 My Carmel App request for service
 4. 8 new service requests
 5. 2 service requests closed
 6. 20 new work orders
 7. 99 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report