

DAILY UPDATE – Wednesday, July 1, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Sent 116th Street release
 - Sent BOLO re: red paint on statue
 - Sent New Officers Hired
- Media Inquiries and Responses:
 - WishTV
 - Fox59
 - IndyStar
 - Current
- Carmel Cares/COVID-19:
 - Continued working on reconnecting at work plan
 - Continued organizing and unpacking in City Hall CRED office
 - Carmel Cares team meeting
 - Carmel Cares FB page monitoring and updates
 - 1,636 people like, 1,881 people follow, 2,590 members
- Special Projects:
 - Finalizing contract for TIF and Roundabout studies
 - Worked on statement from Mayor
 - Reviewed Google Analytics
 - Schedule time to plan for Christmas ornament
- Advertising/Signage:
 - Reviewed, approved and submitted Current back cover ad
 - Saved ads to Shared files
- Events:
 - Continued planning for Meet Me on Main
- General:
 - Carmel TV and YouTube page management
 - 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)
 - Correcting ambulance payment portal issue
 - Newsletter
 - Continue to work on print newsletter
 - Budget

- Finalized contract amendment for Rollfast adjustments due to event cancellation
- Administrative tasks related to budget/claims/invoicing
- Ice Rink
 - Follow up re: Ice Rink contract, invoice and appropriation
 - Phone call with Street Department re: vendor invoice and request
 - Phone call with Controller's office re: 2020 appropriation and 2021 budget
 - Continued calculations for appropriation and 2021 budget request
 - Worked on organization and data entry for Ticket Spice spreadsheet
- Invoicing
 - Received and saved invoices
 - Internal phone call re: furniture invoice

Department of Community Services

- 30 inspections on the schedule – 4 are commercial and 26 are residential
- The Department has one contract on today's Board of Works agenda, to update the Carmel Comprehensive Plan
 - That contract is with the Greenstreet LTD, who worked on our update to the US 31 Plan in 2019
- Planning staff is working on the Department Report for the Bee Keeping Ordinance which will be discussed at Plan Commission Residential Committee next Tuesday, July 7
- Planning staff is working on the Department Report for the Accessory Residential Ordinance which will be discussed at next Tuesday's Residential Committee meeting
- Planning staff is updating Department Report on the Epcon 'Courtyards' PUD project at 136th and Keystone which will be discussed at Residential Committee next Tuesday
- Planning staff is continuing work on the staff report to City Council regarding the Jackson Grant Village PUD which received an 'unfavorable' recommendation by the Plan Commission and will be heard at City Council on July 20
- Planning staff is working on the Department Report for the KinderCare Learning Center project located in the 421 Overlay Zone. The project will be discussed at next Thursday's Commercial Committee meeting
- DOCS staff is talking with Engineering staff about alignment options and timing of 4th Ave SE extension from Carmel Elementary School south to City Center Drive

Engineering

- The Engineering Department remains healthy and working 50% from home and 50% from the office to ease concerns of restarting back in the office
- I have given everyone until the end of July to be back in the office amid some concerns of family members living with staff
- This will also be a good time to transition as employees are also working through summer PTO request
- All employees back in the office have tested negative for COVID
- So far this week inspections remain steady at roughly 17 per day and service request are averaging 2-3 per day
- 17 new right of way permits have also been issued so far this week

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 change to Carter Green, address lists, business site addressing, fiber data, public bike parking project, 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, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system configurations for devices, Microsoft issues with new patch, meter reading handheld issue, 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

- Worked on an agreement, several record requests, contracts, a termination matter and Code enforcement issues
- Revised an ordinance
- Advised Mayor, Councilors and Department Directors
- Addressed a Christkindlmarkt matter
- Answered calls and emails

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

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Painting the railing at Sophia Square
 4. Rehab inlets on paving list
 5. Finishing raised crosswalk on 101st St.
 6. Disinfecting public areas and restrooms
 7. Storm pipe repair work orders
 8. Tractor mowing around town
 9. Putting thermo pavement markings down
 10. Pulling weeds in urns
 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. 43 line locates
 2. 29 phone calls
 3. 0 My Carmel App requests for service
 4. 3 new service requests
 5. 13 service requests closed
 6. 50 new work orders
 7. 18 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report