

DAILY UPDATE – Monday, July 6, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Issued Homage to Hoagy Release
- Media Inquiries and Responses:
 - Fox 59 regarding fireworks
- Carmel Cares/COVID-19:
 - Continued working on reconnecting at work plan
 - Continued organizing and unpacking in City Hall CRED office
 - Phone call with ICS re: miscellaneous items needed for virtual meetings and workstations
 - Carmel Cares FB page monitoring and updates
 - 1,651 likes, 1,898 followers, 2,605 members
- Special Projects:
 - Music and Film Festival
 - Teams virtual meeting re: Carmel Music and Film Festival
 - Correspondence re: video for grant
 - Finalized economic development proposal in early morning
 - Continued finalizing Mayor's statement on racial discrimination
- Advertising/Signage:
 - Finalized updated Trivia questions for Midtown screen
- Events:
 - Continued planning for MMOM
 - Continued planning for Hoagy unveiling
 - Correspondence re: Chalk Carmel event
 - Correspondence re: Bike to Be Heard event
- General:
 - Carmel TV and YouTube page management
 - CRED staff 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
 - Issued e-newsletter
 - Continue to work on Print Newsletter
 - Budget/Contracts

- Finalized Ice Rink appropriation number and sent to Legal and Controller
- Ice at Carter Green appropriation for use of funds
- Created and submitted PO for monitor order
- Rent payment agreement for CRED with Utilities
 - Created and submitted PO for District Office rent payments
 - Worked with Director to send agreement to Legal
- Artomobilia event contractor amendment to contract
- Meeting with Director re: miscellaneous items and 2021 Budget Planning
- Stage usage agreement – finalize and protocol for processing
- Administrative items:
 - Basecamp updates
 - Ordered keyboard and mouse for City Hall office
 - Calendar updates/meeting scheduling
 - Saved new daily reports to shared file

Department of Community Services

- 23 building inspections scheduled – 4 commercial and 19 residential
- DOCS Permit/construction activity for the week of June 29:
 - Conducted 87 building inspections: 10 commercial and 77 residential
 - Performed thirty-five (35) plan reviews (3 commercial plans, 10 fences, 26 residential plans, 3 signs, 2 temporary use)
 - Issued twelve (12) building permits including:
 - 2 commercial building permits
 - 20 residential building permits, including 2 new houses
 - Issued six (6) fence permits
 - Issued no (0) sign permits (Nathan on holiday)
- Two (2) Plan Commission petitions were submitted
 - One (1) ADLS Amendment
 - One (1) Secondary Plat)
- Five (5) BZA Hearing Officer petitions were filed
 - Five (5) Development Standard Variances

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 change to Carter Green, address lists, business site addressing, fiber data, public bike parking project, scripting, water meter project, and continued work on existing projects
- The ICS Network & Comm's group has been working on MidTown TV, Carter Green cameras, phone system changes for departments, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on Microsoft issues with new patch, department data migrations, 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

- None to report

Human Resources

- None to report

Office of the Controller

- None to report

Parks Department

- None to report

Police Department

- None to report

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Picking up trash on Mains
 4. Working on pavers around Carter Green
 5. Painting the railing down Range Line Road
 6. Pulling weeds from planters on Main Street
 7. Disinfecting public areas and restrooms
 8. Emptying trash and recycling cans
 9. Working on storm repair work orders
 10. Watering flowers and adding fertilizer
 11. Working on open streetlight/street sign work orders
 12. Taking large American flag off building on Elm Street
 13. Cleaning fountain filters
 14. Daily claims
 15. Zoom meetings with managers as needed

- Yesterday the Street Dept. did:
 1. 21 line locates
 2. 23 phone calls
 3. 0 My Carmel App requests for service
 4. 5 new service requests
 5. 3 service requests closed
 6. 8 new work orders
 7. 3 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report