

## **DAILY UPDATE – Thursday, July 9, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

#### **Community Relations and Economic Development**

##### **Releases:**

- Issued Bike Carmel Conquer the CAB West Loop release
- Finalized MMOM release

##### **Media Inquiries:**

- NPR Radio
- IndyStar

##### **Advertising/Video:**

- Ad reservation for 2021 Festival Guide
- Reviewed tourism video from AGP

##### **Carmel Cares / COVID-19:**

- Researched unemployment rates and small business impact
- Carmel Cares FB page monitoring and updates
  - Likes: 1653, Followers: 1,900, Group Members: 2,608

##### **Events:**

- Continued planning for MMOM live and virtual event on July 11
  - Picked up event supplies at Ace Hardware
- Finalized plans for Hoagy unveiling on July 9

##### **Special Projects:**

- Christmas ornament discussion
- Reviewed CMYC letter re: racism
- Discussed Roundabout Right as economic development tool in Hotel
- Discussed Midtown Plaza cleanliness issue
- Began discussion on NCHRP report
- Correspondence/discussion re: utility boxes
- Discuss updates to web page for Demographic and Statistics
- Phone call with potential new business in Carmel

##### **General:**

- Carmel TV and Youtube page management
- CRED staff meeting
- Nextdoor, Facebook, LinkedIn, Instagram social media page monitoring and updates (daily)
- Compile City wide Daily Reports
- Website Updates/Management (daily)
- Newsletter
  - Drafting E-Newsletter
  - Editing print newsletter

- Veteran's bricks
  - Submitted new order
  - Checked on status of previous order
- Budget
  - Purchase card report review
  - Delivered claims to City Hall
  - Meeting with re: Ice Rink & Ticket Spice items
  - 2021 Budget Planning Meeting
  - Completed PO for Victory Sun additional services and prepped exhibit to send to Legal
  - E-mails re:
    - Contract & invoice item questions with vendor
    - Sent signed Rollfast contract amendment to Legal
- Admin items
  - Ordered webcams and headsets for virtual meetings
  - Meeting scheduling
  - Basecamp updates
  - Salesforce distribution list updates
  - Correspondence w/ ICS re: internet issue in CRED City Hall Office

### **Department of Community Services**

- 30 building inspections scheduled – 4 commercial, 26 residential
- Midweek permit update, 7/6 – 7/8:
  - Issued twenty (20) building permits
    - Four (4) commercial permits
    - One (1) institutional permit
    - Fourteen (14) residential permits, including three (3) new houses
    - One (1) Temporary Use permit (school of rock tent)
    - In addition:
      - Four (4) fence permits have been issued
  - Staff is currently reviewing the following applications made this week:
    - Reviewing eighteen (18) residential permit applications, including four new houses and one (1) condominium building (22 units)
    - Reviewing five (5) commercial permit applications
    - Reviewing ten (10) fence permit applications
    - Reviewing one (1) Secondary Plat application
    - Reviewing four (4) sign permit applications
- This evening is the Plan Commission Commercial Committee meeting with one item on the agenda; a 12,000 square foot Kindercare Learning Center in the 421 Overlay Zone
- This evening is the Historic Preservation Commission meeting. One important item to be discussed is the demolition of the Fire buff building and other buildings on the property in order to make way for the new Fire Department Headquarters.

- At issue is the City's Demo Delay procedure which could add an additional 60-day waiting period before demolition of the buildings can occur

### **Engineering**

- The Engineering Department continues working at full strength
- On Wednesday the Department performed 10 private development inspections
- 4 new right of way permits were also issued and 19 inspections on currently open right of way permits
- 1 new service request with respect to a sink hole was also received within the office
- Staff also worked to get all items ready for the upcoming BPW Meeting

### **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 a WWTP issue, business suite 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 new courts location, CFD station phone lines cut, tech' for CFD HQ building, MidTown TV, City camera maintenance, phone system configurations, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email server, Microsoft issues with new patch, department data migrations, continuing to work with returning users, 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 record request responses
- Reviewed contracts
- Drafted additional appropriation ordinances and notices
- Watched a webinar on public records
- Researched environmental, leafletting and loitering issues
- Prepared for court
- Prepared pleadings
- Drafted an opinion letter on fireworks and another on a noise issue
- Reviewed and signed numerous legal documents
- Advised Department Directors

- Addressed an FMLA issue
- 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 arrested a woman for OWI and Possession of a Controlled Substance
- Officers assisted a man who was having a mental/emotional crisis
  - He was taken to the hospital for evaluation.
- Officers responded to a report of a theft of construction materials at a home under construction on Westvale Dr.
  - Investigation is ongoing
- Officers responded to a report of a theft of a U-Haul truck
  - Investigation is ongoing.
- Officers responded to a welfare check as reported by co-workers, a woman had not shown up for work for several days
  - Officers located a deceased woman in the residence
  - Investigation is ongoing
  - No foul play is suspected

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Painting statues
  4. Mill and patch multi use path on 106<sup>th</sup> Street
  5. Finish installing mosaics this afternoon
  6. Painting railings down Range Line Road
  7. Disinfecting public areas and restrooms
  8. Emptying trash and recycling cans
  9. Working on storm pipe repair work orders and pour concrete at noon today
  10. Watering flowers and adding fertilizer
  11. Working on irrigation issues at various locations
  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. 24 line locates
  2. 25 phone calls
  3. 0 My Carmel App requests for service
  4. 3 new service requests
  5. 9 service requests closed
  6. 19 new work orders
  7. 48 work orders closed
  8. Processed daily claims to pay vendors

**Utilities**

- None to report