

DAILY UPDATE – Tuesday, July 21, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

Media Inquiries:

- NPR Radio Interview Request

Releases:

- Issued Rain on Main Release

Advertising/Video:

- Sent art direction for Carmel Monthly August ad
Carmel Cares / COVID-19:

- Carmel Cares FB page monitoring and updates
- Likes: 1653, Followers: 1,900, Group Members: 2,629

Events:

- Follow up with organization re: event survey
- WWII Event preparation
- Veterans Day Event work
- Movies at Midtown took place – *The Incredibles*
- Phone call re: Christkindlmarkt

Special Projects:

- Coordination with Mitsch Design re: drop-off of color swatches for acoustic panels
- Music and Film Festival re: info needed for NEA grant
 - Finalized letter of support and sent to Executive Director
- Finalized Mayor's statement and sent to him for review
- CMYC
 - Met w/ member and parent
 - Finalized CMYC Statement

General:

- Carmel TV and Youtube page management
- Nextdoor, Facebook, LinkedIn, Instagram social media page monitoring and updates (daily)
- Compile City wide Daily Reports
- Website Updates/Management (daily)
- Council Meeting
- Newsletter
 - E-newsletter content discussion
 - Finalized First Draft of Print Newsletter for review
- Misc. tasks & admin items
 - Meeting coordination
 - Calendar updates

- Basecamp updates
- Continued planning with ICS re: computer and phone set up for City Hall office
- Budget
 - Reviewed appropriation for Ice at Carter Green that is being presented to council tonight, Monday July 20th, in preparation for possible questions if asked for detail
 - Claims & Invoices
 - Input claims in purchase program & submitted for approval
 - Approved claims within my limit
 - Received and saved invoices
 - Fifth Third purchase card
 - Sent reminder to submit Fifth Third expense reports online by Wednesday
 - Completed and submitted my Fifth Third expense report on website
 - Started director's expense report
 - E-mails re:
 - Sponsorship payment question
 - Follow up with Tighrope 2021 budget

Department of Community Services

- 13 building inspections scheduled – 1 commercial and 12 residential
- At last evening's City Council meeting, one Rezone was approved and two PUD rezones were sent to Land Use Committee:
 - Silvara PUD amendment – Exmoor neighborhood standards APPROVED
 - Jacksons Grant Village, Mixed-Use PUD – sent to Land Use Committee
 - Estridge Townhomes at Monon and 146th Street – sent to Land Use Committee
- The Plan Commission meets tonight with two public hearings on the docket, as well as votes for one (1) EDA Resolution

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 a map and browser issue, authentication project, apartment and subdivision addressing, fiber data, scripting, and continued work on existing projects

- The ICS Network & Comm's group has been working on a radio equipment move, AV at BGC, Parks technology, phone system, assisted AT&T with the cut phone lines at Station 44, shared calendar issues, new Court location, City AV system, new Courts location, access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on training, certificate project, Parks technology, cloud technology, email system cleanup, department data migrations, custom application work, working with user's issues, and continued work on existing projects

Legal Department

- Worked on utility matters
- Reviewed and discussed case settlements
- Reviewed an ADA issue
- Prepared files for trial
- Reviewed several record requests
- Reviewed and signed initial and supplemental record responses
- Reviewed contracts
- Attended the Finance Committee meeting
- Attended the Council meeting
- Responded to several 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 assisted a person having a mental/emotional crisis
 - That person was taken to the hospital for evaluation/treatment
- IMPD located a person who had been reported as a runaway from Carmel
- Officers investigated a drowning death on Woodland Drive

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing bad pavers on City Center west of 3rd
 4. Seal Coat walk bridge on Cherry Tree

5. Inspector with milling crew and paving crew
 6. Pouring concrete at noon today in several locations
 7. Adding a tree stake by Cake Bake
 8. Preparing the area by Hotel Carmichael for sod
 9. Tractor mowing around town
 10. Disinfecting public areas and restrooms
 11. Trash pick-up on 31
 12. Emptying trash and recycling cans
 13. Working on storm pipe repair work orders
 14. Watering flowers and adding fertilizer
 15. Working on irrigation issues at various locations
 16. Working on open streetlight/street sign work orders
 17. Cleaning fountain filters
 18. Daily claims
 19. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 69 line locates
 2. 26 phone calls
 3. 1 My Carmel App request for service
 4. 11 new service requests
 5. 8 service requests closed
 6. 21 new work orders
 7. 10 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report