

DAILY UPDATE – Thursday, July 23, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

Media Inquiries:

- Fox59
- Dallas Morning News

Releases:

- CFD COVID Info Booth Release
- Shared CPD BOLO release

Advertising/Video:

- Tourism video discussion
- Updated advertising spreadsheet
- Updated Basecamp with August deadlines
- Sent reminders for upcoming Meet Me on Main & Bike Carmel ads
- Approved Carmel Monthly Ad for August issue

Carmel Cares / COVID-19:

- Carmel Cares FB page monitoring and updates
- Likes: 1656, Followers: 1,904, Group Members: 2,629

Events:

- CFD Open House internal meeting
- Met with CFD to discuss CAP Program
- Reached out to Trolley gal and dates for possible Brews and Barrels event
- Ice at Carter Green/Christkindlmarkt internal discussion
- Discussed video for Mooncake virtual "event"

Special Projects:

- All Things Carmel Merchandise discussion
- Ice Palace discussion
- Met with Pad Thai regarding communication
- Spoke with Eyes on Main re: masks and Street Juice
- Spoke with Sophia Square re: Track lighting concerns
- Met with 2 contractors and foreman with Street Dept. re: track lighting
- Requested quotes from two businesses for Midtown/Sophia Square cleaning
- Correspondence re: Kuaba Gallery Sculptures

General:

- Carmel TV and Youtube page management
- Nextdoor, Facebook, LinkedIn, Instagram social media page monitoring and updates (daily)
- Compile City wide Daily Reports
 - Saved to shared file

- Website Updates/Management (daily)
- CRED staff meeting
- Newsletter
 - Starting E-newsletter draft
 - Editing Print Newsletter
- Ice Rink
 - Internal meeting with re: Ice Rink items + budget questions
 - Phone call with street department re: Ice Rink appropriation
- Budget
 - Reviewed items for 2021 budget planning
 - Confirmed Ceramica invoice accuracy
 - Brief meeting with Director re: sponsorship & partnership listing amount
 - Updated spreadsheet
- Admin & misc. tasks
 - Basecamp updates
 - Submitted copy machine meter reading
 - Calendar updates and meeting coordination
 - Prepped general event survey feedback to share at Children's TherAplay committee meeting
 - Updated District Office water cooler order to skip next few months since not in use
 - Phone call with City Hall office admin re: office items
 - Continued planning with ICS re: computer and phone set up for City Hall office

Department of Community Services

- 24 building inspections scheduled – all residential
- Midweek permit update, 7/20 – 7/22
 - Issued twenty-four (24) Building Permits:
 - Two (2) commercial permits
 - Seven (7) residential permits (one new house)
 - Five (5) fence permits
 - One (1) Temporary Use permit (construction trailer)
 - In addition:
 - Five (5) commercial sign permits
 - Staff is currently reviewing the following applications made this week:
 - Reviewing sixteen (16) residential permit applications, including four (4) new houses
 - Reviewing two (2) commercial permit applications for Tenant Finishes
 - Reviewing four (4) fence permit applications
 - Reviewing three (3) new sign permit applications
- Monday is BZA meeting night

Engineering

- The Engineering Department remains healthy and at full strength
- 11 inspections were performed on private development projects throughout the City
- 1 new right of way permit was approved and 50 inspections of active permits were performed
- 3 new service requests were also received into the office consisting of 2 traffic concerns and 1 general concern
- Private Development reviews are continuing at a steady pace
- We did see a large uptick in submissions coming back through this week so we are working through a plan to make sure everything stays on task and is out the door in a timely manner

Fire Department

- None to report

Information and Technology

- The ICS Department has 14 FTE and 1 PTE
- 4 FTE employees are working from home
- No reports of illness at this time
- The ICS GIS group has been working on an ADA inventory, authentication project, apartment and subdivision addressing, fiber data, scripting and continued work on existing projects
- The ICS Network and Communications group has been working on audio recorder project, City AV system issues, Parks technology, access control system issues, assisted AT&T with the cut phone lines at Station 44, shared calendar issues, 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, server work, finalizing the certificate project, Parks technology, cloud technology, department data migrations, custom application work, working with user's issues and continued work on existing projects

Legal Department

- Worked on Duke matters
- Performed leafletting and open carry research
- Addressed a zip code issue
- Prepared cases for trial
- Reviewed record requests
- Reviewed and signed initial and supplemental record request responses
- Reviewed contracts
- Drafted a PRIF agreement and resolution
- Drafted a BPW resolution
- 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 investigated a runaway from Golfview Drive
- Officers investigated a theft from a vehicle on Heather Knoll Parkway
- Officers arrested a person for possession of marijuana during a traffic stop near 106th Street and Hazel Dell Parkway
- Officers arrested a person for OWI on E. 116th Street
 - The driver struck a curb and was found to be intoxicated

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Putting Premark lane markings down in roundabouts
 4. Replacing bad pavers on City Center west of 3rd
 5. Preparing and painting statues
 6. Working on planters around City Center
 7. Trimming on tractor routes
 8. Inspector with milling and paving crews
 9. Working on concrete on City Center Dr. east of Guilford
 10. Disinfecting public areas and restrooms
 11. Working on storm inlet work orders
 12. Water hanging baskets and adding fertilizer
 13. Emptying trash and recycling cans
 14. Working on irrigation issues at various locations
 15. Working on open streetlight/street sign work orders
 16. Cleaning fountain filters
 17. Daily claims
- Yesterday the Street Dept. did:
 1. 53 line locates
 2. 33 phone calls
 3. 0 My Carmel App requests for service

4. 4 new service requests
5. 8 service requests closed
6. 11 new work orders
7. 68 work orders closed
8. Processed daily claims to pay vendors

Utilities

- None to report