

DAILY UPDATE – Monday, July 13, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

Media Inquiries:

- None to report

Releases:

- Shared CPD BOLO release

Advertising/Video:

- Continued review and edit recommendations for Tourism video
- Edits to Brews and Barrels brochure
- Discuss July Current ad

Carmel Cares / COVID-19:

- Carmel Cares FB page monitoring and updates
 - Likes: 1652, Followers: 1,899, Group Members: 2,616

Events:

- MMOM live and virtual event took place on July 11
- Carmel Arts Festival discussion
- USA Today Food and Wine Expo discussion
- Mooncake discussion

Special Projects:

- All Things Carmel merchandise discussion
- International Movies
 - Discussed possible international movie options to play at Midtown screen
- Bike to be Heard Discussion
- Discussed clean up after yourself at Midtown plaza campaign
- Continue editing Mayor's statement

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)
- Update Ace Hardware account user list
- Newsletter
 - Drafting E-Newsletter
 - Editing print newsletter
- Appropriation for 922 Ice Rink Fund
 - Worked with Nancy to secure Councilor Finkam as sponsor

- Finalized and submitted for 7/20/20 Council meeting approval
- Claims & Invoices
 - Created and submitted POs
 - Received and saved invoices
 - Invoice deadline question with vendor
 - Reviewed and approved Fifth Third expense reports
- Budget
 - Continued 2021 Budget discussion meeting with Nancy
 - E-mails re: video services costs for 2021 budget
- Misc. admin items:
 - Delivered and worked on setup of headsets for District office virtual meetings
 - Ordered office supplies
 - Meeting scheduling
 - Basecamp updates
 - Contact distribution list update
 - Upload photos to shared folder

Department of Community Services

- 37 building inspections scheduled – 6 commercial and 31 residential
- DOCS Permit/construction activity for the week of July 6:
 - Conducted 117 building inspections: (18 commercial, 1 institutional, 98 residential)
 - Performed 53 plan reviews (6 commercial plans, 8 fences, 29 residential plans)
 - Issued 4 commercial building permits
 - Issued 1 institutional building permit
 - Issued 22 residential building permits, including 3 new houses
 - Issued 1 Temporary Use permit
 - Issued 7 fence permits
 - Issued 2 sign permits
 - Docketed 1 new BZA petition
 - Docketed 2 new Secondary Plat applications
 - Docketed 1 TAC only review application
- The US 31 Coalition Board meeting is this Wednesday at 10:00 a.m.

Engineering

- The Engineering Department ended the week with all staff members healthy
- For the week a total of 50 general inspections were completed, 4 storm water site inspections and 1 post construction BMP inspection was completed
- During the week a total of 6 new traffic concerns were received, 1 storm water complaint, 3 drainage concerns and 1 missing sidewalk/path concern
- A total of 39 new right of way permits were issued during the week
- Final asphalt surface continues to be installed at the 96th & Keystone interchange and resurfacing of Keystone Parkway will begin during the upcoming 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 the GIS vendor conference this week, authentication project, business suite addressing, fiber data, 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 AV system, phone system configurations, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system cleanup, Microsoft issues with new patch, department data migrations, custom application work, certificate project, 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

- CPD had officers dedicated to the Monon Trail on foot and bicycle patrol
- Officers responded to an incomplete 911 call
 - When they arrived, they learned that a man had an outstanding warrant for failing to appear in court
 - Officers arrested him
- Officers assisted IMPD with a missing juvenile/runaway
 - The juvenile was located and returned to her mother
- Officers responded to a disturbance and arrested a juvenile for domestic battery
- Officers arrested a woman for OWI near Main St. and Illinois St.
- Officers arrested a male for possession and dealing marijuana
- Officers arrested two juveniles for runaway

- Officers were dispatched to the Monon Trail north of 96th St. on a report of an indecent exposure
 - The suspect was not located
- Officers assisted two people experiencing mental/emotional crisis
 - Both people were taken to the hospital for evaluation and treatment

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing bad pavers at Carter Green
 4. Trimming around bridge on Cherry Tree Trail
 5. Inspector with milling crew and paving crew
 6. Mill and patch on 106th Street
 7. Removing shrubs on 3rd Avenue and City Center Drive
 8. Tractor mowing
 9. Taking down flags
 10. Disinfecting public areas and restrooms
 11. Emptying trash and recycling cans
 12. Working on storm pipe repair work orders and pouring concrete at noon today
 13. Watering flowers and adding fertilizer
 14. Working on irrigation issues at various locations
 15. Working on open streetlight/sign work orders
 16. Cleaning fountain filters
 17. Daily claims
 18. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 36 line locates
 2. 27 phone calls
 3. 1 My Carmel App request for service
 4. 4 new service requests
 5. 8 service requests closed
 6. 24 new work orders
 7. 25 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report