

DAILY UPDATE – Tuesday, July 14, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

Media Inquiries:

- None to report

Releases:

- Discussed next CFD COVID Info Booth release
- Draft complete of Community Data Platforms release

Advertising/Video:

- Review Brews and Barrels brochure changes
- Review Tourism video

Carmel Cares / COVID-19:

- Carmel Cares FB page monitoring and updates
 - Likes: 1651, Followers: 1,898, Group Members: 2,619
- Return to City Hall and District office work;
 - Discuss District office re-configuration for all staff to return to office
 - Webcam and headphone set up for City Hall and District offices for videoconference meetings
 - Continued work to organize City Hall offices

Events:

- Mooncake discussion w/ MEG and Associates
- Discussion; how to proceed with events through October 3, 2020
- Movies at Midtown selection

Special Projects:

- Discuss and review CMYC 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)
- Newsletter
 - Drafting E-Newsletter
 - Editing Print Newsletter
- Contracts
 - Book order
 - Correspondence re: contract items
 - Sent PO to Legal

- Forwarded contract
 - Artomobilia additional services
 - Sent PO & scope of services to Legal
 - Sent to vendor for signature
 - Submitted to Legal for BPW approval
- Claims & Invoices
 - Received and saved invoices
 - Completed Fifth Third purchase card claims for previous cycle
- Misc. admin items
 - Basecamp and calendar updates
- E-mails re:
 - Invoice deadline Wednesday
 - Stage extension order
 - Payment for Meet Me on Main items

Department of Community Services

- 21 building inspections scheduled – 4 commercial and 17 residential
- DOCS planning staff has bi-weekly update meeting today
 - Discussion will focus primarily on new/current BZA petitions, Urban Forestry and Active Transportation issues
- Staff is finalizing updates and amendments to the Sign regulations in the UDO, including the 'public banner' provisions and codifying C-zone exemptions
 - Staff intends to work with One Zone to work through any issues before going to public hearing later this summer

Engineering

- The Engineering Department continues to work at full strength with all staff members healthy
- On Monday 8 private development inspections were completed
- 2 new right of way permits were approved, and 36 inspections were completed on existing open right of way permits
- 3 new service requests were received with 2 being general concerns and 1 new drainage concern.
- From a plan review standpoint, we are still working with several private development projects that are working through the comment period
- All projects on TAC this Wednesday have comments issued on them
- We are currently actively counting traffic throughout the City once again
- We are actively counting Keystone Parkway and Hazel Dell to gather volume and truck data for discussions related to the weight restriction ordinance

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 Parks technology, fiber at College issues, CFD station phone lines cut, tech' for CFD HQ building, access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on Parks technology, 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

- Prepared cases for trial
- Reviewed a Duke agreement
- Answered records requests
- Conducted legal research
- Advised Department Directors
- Answered phone calls and emails

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 driver for reckless driving and resisting law enforcement after driving over 100 mph on US31 and then eluding police trying to make a traffic stop
- Officers arrested a driver for OWI after the driver struck a traffic barrier on Guilford Rd.
- Officers responded to a skateboarding/loitering complaint at the Midtown parking garage
- Officers took a report of a theft of a wallet on Timber Lane

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing bad pavers at Grand and Old Meridian
 4. Cleaning bridge on Cherry Tree Trail
 5. Inspector with Milling crew and paving crew
 6. Pouring concrete in several areas
 7. Picking up trash on Keystone
 8. Tractor mowing
 9. Disinfecting public areas and restrooms
 10. Emptying trash and recycling cans
 11. Working on storm pipe repair work orders and pouring concrete at noon today
 12. Watering flowers and adding fertilizer
 13. Working on irrigation issues at various locations
 14. Working on open streetlight/street sign work orders
 15. Cleaning fountain filters
 16. Daily claims
 17. Zoom meetings with managers as needed

- Yesterday the Street Dept. did:
 1. 121 line locates
 2. 25 phone calls
 3. 1 My Carmel App request for service
 4. 5 new service requests
 5. 8 service requests closed
 6. 19 new work orders
 7. 15 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report