

DAILY UPDATE – Wednesday, July 15, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - None to report
- Media Inquiries and Responses:
 - IndyStar
 - NPR
- Carmel Cares/COVID-19:
 - Carmel Cares FB page monitoring and updates:
 - 1,651 likes, 1,898 followers, 2,621 group members
- Special Projects:
 - Continued discussion regarding CMYC statement
 - Meeting and driving tour with potential new veterans focused clinic owners
 - Several staff members registered for Personal Value, Diversity and Inclusion learning session through Anderson University
- Advertising/Signage/Video:
 - Completed Brews and Barrels brochure changes
 - Discussed
- Events:
 - Continued planning for Mooncake Festival
 - Movies at Midtown selection finalized
 - Memorial Day thank you letter edits
 - Correspondence re: Arts Festival
 - Carmel on Canvas meeting
 - Midday at Midtown
- 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
 - E-newsletter content discussion
 - Editing print newsletter
 - Claims and Invoices

- Finalized Fifth Third purchase card claims and sent to Controller's office
 - Received and saved invoices
 - Correspondence re: book order contract payment
 - Confirmed remittance address for vendor check
- Budget
 - Internal phone call re: 2021 costs for video and streaming services
- Ice Rink
 - Worked on updating Ticket Spice data spreadsheet
- Contract items
 - Emailed legal re: questions on contract requirements due to event cancellation
- Office items:
 - Followed up with Mitsch Design on proposal of District Office items
 - Continued finalizing details for furniture order
- Admin items and miscellaneous tasks
 - Basecamp updates
 - Scheduled meeting to discuss Hotel Opening event
 - Scheduled internal budget meeting
 - Completed Security Mentor training lesson
 - Completed application for District parking permit
 - Coordination of monitor set up in City Hall office
 - Correspondence re: items needed for Music and Film Festival Grant application
 - Salesforce training meeting
 - Google Analytics meeting

Department of Community Services

- 23 building inspections scheduled – 3 commercial and 20 residential
- The US 31 Coalition meets today at 10:00 a.m.
 - The Coalition financials indicate Carmel has not paid \$10K commitment for 2020 (invoiced on 7/7)
- Epcon's CEO Mr. Fankhouser will be in town tomorrow to meet with the Plan Commission members about updates to their plan
 - They are staging one on one meetings with Residential Committee members, and have reduced the number of lots by 10 and increased perimeter lot width to better match the lots of adjacent subdivisions
- Planning Staff is meeting with Carmel Schools to discuss parking requirements related to their anticipated High School expansion
- Planning and Redevelopment staff will be meeting with Washington Prime to re-start their planned redevelopment of Clay Terrace

Engineering

- The Engineering Department continues to work at full strength with all staff members healthy
- On Tuesday the Department performed 10 private development inspections
- 4 new right of way permits were approved, and 30 inspections took place on existing right of way permits
- No new service requests were received within the office
- We continue to work with the Proscenium Development through Streetscape construction as well as work on the adjacent buildings along Veteran's Way
 - We are having some erosion control concerns that we are working with the Development on
 - They are also going to need to close Veteran's Way once again as the construction on the apartments ramps up and safety issues are starting to pop up
 - We have not formally accepted the roadway from construction, yet it was just opened to help with construction during the raised crosswalk installation on Carmel Drive and Range Line Road

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 the GIS vendor conference this week, authentication project, address inquiries, fiber data, scripting, water meter project, and continued work on existing projects
- The ICS Network & Comm's group has been working on Parks technology, shared calendar issues, new Court location vendor walkthrough, Carter Green restroom design, fiber at College issues, 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

- Reviewed several record requests
- Reviewed and signed initial record request responses
- Reviewed contracts
- Researched an insurance matter for Parks
- Prepared for Wren/Evans trials and a FF disciplinary hearing

- Researched an environmental issue and a credit card fee issue
- Worked on an ADA matter
- Addressed a pro supp issue
- Advised Directors
- Reviewed status of numerous re-assigned files
- Answered 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 responded to a crash on Guilford Road near Grand Boulevard
 - After investigation, officers arrested the driver for OWI
- Officers arrested a wanted person in the 9800 block of Haverstick Road
 - The person had an outstanding warrant for Criminal Recklessness

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing bad pavers (lane dividers) at Grand and Old Meridian
 4. Painting statues
 5. Cleaning the bridge on Cherry Tree Trail
 6. Inspector with milling crew and paving crew
 7. Pouring concrete in several areas
 8. Picking up trash on Keystone
 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. 49 line locates
 2. 30 phone calls
 3. 1 My Carmel App request for service
 4. 3 new service requests
 5. 7 service requests closed
 6. 17 new work orders
 7. 14 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report