

## **DAILY UPDATE – Thursday, July 16, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

#### **Community Relations and Economic Development**

##### **Media Inquiries:**

- Reviewed Indy Star request for public info

##### **Releases:**

- Edited Community Data Platform release
- Issued CFD COVID info booth release

##### **Carmel Cares / COVID-19:**

- Carmel Cares FB page monitoring and updates
- Likes: 1651, Followers: 1,898, Group Members: 2,624

##### **Events:**

- Chinese Mooncake event discussion
- Correspondence re: Arts Festival
- Carmel on Canvas discussion

##### **Special Projects:**

- Finals edits for statement
- Call with CMYC parent regarding student interaction
- Obtaining information on businesses in Carmel
- Updating bio and letter of support for Music and Film Grant application

##### **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
- Claims & Invoices
  - Phone call with Controller's office re: checks
  - Scanned mailed invoices into files
  - Compiled and coded invoices; sent to Nancy for approval
- Budget
  - Ran updated PO & Pentamation reports; saved to files
  - Input tracking items in 2020 budget sheet in preparation to finish updates tomorrow
- Ice Rink

- Phone call with Street Dept. Dir. re: Ice Rink appropriation
- Continued updating data and formulas in Ticket Spice spreadsheet
- Phone call with Law Dept. atty.
  - Items needed for Council meeting
  - PO for vendor contract
  - Phone call re: Ice Rink items
- Admin & Misc. items
  - Followed up with Law Dept. atty. re: status of updated purchasing guidelines (which are still in process)
  - Downloaded Arts & Design District traffic counter data for files
  - Sent e-mail to cancel Axper traffic counter subscription
  - Followed up with Mitsch Design re: District office items
  - Basecamp and calendar updates

### **Department of Community Services**

- 14 building inspections scheduled – 1 commercial, 13 residential
- Midweek permit update, 7/13 – 7/15:
  - Issued twenty-four (24) Building Permits:
    - Eight (8) commercial permits
    - Fifteen (15) residential permits
    - One (1) Temporary Use permit (model home)
  - In addition:
    - One (1) commercial sign permit
- Staff is currently reviewing the following applications made this week:
  - Reviewing seventeen (17) residential permit applications, including four (4) new houses and one (1) townhouse building
  - Reviewing one (1) commercial permit application
  - Reviewing seven (7) fence permit applications
  - Reviewing one (1) Secondary Plat application
  - One new Development Standards Variance application
  - Reviewing four (4) new sign permit applications

### **Engineering**

- The Engineering Department remains 100% healthy at this time
- On Wednesday the Department performed 10 private development inspections
- 3 new right of way permits were also issued, and 43 inspections were completed from existing right of way permits
- 3 new service requests were also received into the office
- From a Director's standpoint, I also had a meeting with the County Highway Department regarding some concepts they are exploring at several intersections along 146<sup>th</sup> Street and also met with Washington Prime and DOCS regarding some of their rethinking of Clay Terrace

## **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, fiber data, scripting and continued work on existing projects
- The ICS Network and Communications group has been working on Parks technology, phone system, shared calendar issues, new Court location, Carter Green restroom design, technology 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, cloud technology, email system cleanup, 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 several initial and supplemental record request responses
- Reviewed contracts
- Researched and discussed an insurance matter with Parks
- Made a 5G call
- Prepared a Last Chance Agreement
- Handled a FF disciplinary matter
- Handled a pro supp
- Addressed case settlement options in Reeder & Kline case
- Prepared several cases for trial
- Advised Directors
- Attended CRC executive session
- 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 arrested a person for having a handgun without a permit and possession of marijuana
- Officers arrested two people for shoplifting from a retail store on Michigan Road
- While investigating a traffic crash, officers arrested a person for OWI
- Officers recovered a stolen vehicle from Kentucky
  - A suspect was located with the vehicle
  - Investigation is ongoing
- Officers responded to two thefts from vehicles on Weeping Willow Court
  - Investigation is ongoing

## **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. Making hand sanitizer
  5. Inspector with milling crew and paving crew
  6. Pouring concrete in several areas
  7. Picking up trash on 31
  8. Tractor mowing around town
  9. Disinfecting public areas and restrooms
  10. Emptying trash and recycling cans
  11. Working on storm pipe repair work orders
  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. 30 line locates
  2. 29 phone calls
  3. 0 My Carmel App requests for service
  4. 5 new service requests
  5. 4 service requests closed
  6. 25 new work orders
  7. 6 work orders closed
  8. Processed daily claims to pay vendors

## **Utilities**

- None to report