

DAILY UPDATE – Thursday, July 2, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

- Releases:
 - Sent CFD COVID Info Booth release
- Media Inquiries and Responses:
 - WishTV
- Carmel Cares/COVID-19:
 - Continued working on reconnecting at work plan
 - Continued organizing and unpacking in City Hall CRED office
 - Carmel Cares FB page monitoring and updates
 - 1,636 likes, 1,881 follows, 2,592 members
- Special Projects:
 - Worked on statement from Mayor
 - Worked on packet for Project Meerkat
 - Received samples of luggage tags for Hotel opening
- Advertising/Signage:
 - None to report
- Events:
 - Continued planning for Meet Me On Main
 - Discussed Bike to be Heard
 - Teams meeting to discuss Artomobilia
- General:
 - Carmel TV and YouTube page management
 - CRED staff meeting
 - Nextdoor, Facebook and other social media page monitoring (daily)
 - Compiled City-wide Daily Reports (daily)
 - Website Updates/Management (daily)
 - Adding news links as we get them (daily)
 - Newsletter
 - Continue to work on Print Newsletter
 - Review BPW requests
 - Carmel Interfaith Alliance
 - Team meeting
 - Reviewed statement re: respectful dialogue
 - Invoices and claims
 - Received and saved invoices
 - Compiled and coded invoices for 7/7 claims date
 - Sent invoices to Nancy for review and approval

- Prepared purchase program for next claims date
- Ice Rink
 - Worked on analyzing and compiling numbers for appropriation and 2021 budget
 - Internal meeting re: appropriation status, contract, budget and Ticket Spice data spreadsheet
 - Phone call with legal to answer questions re: contract PO and appropriation
- Admin items
 - Basecamp updates
 - Phone call to CRC re: mail in office
 - Meeting scheduling
 - Email re: additional keys needed for District staff
 - Facilitate computer monitor order
 - Updated distribution list – removed invalid emails
 - Continued work with Salesforce issue for All Employees distribution list
 - Finalized business card order for newest staff member

Department of Community Services

- Today in DOCS there are 23 building inspections scheduled – 1 commercial, 22 residential
- Midweek permit update, 6/29 – 7/1:
 - Issued twenty-three (23) Building Permits:
 - Two (2) commercial permits
 - Twenty-one (21) residential permits, including four (4) new houses
 - Issued six (6) fence permits
 - Staff is currently reviewing the following applications made this week:
 - Five (5) BZA petitions, all Hearing Officer
 - Reviewing twenty (20) residential permit applications, including six (6) new houses and two (2) new town house buildings
 - Reviewing one (1) commercial demo permit application
 - Reviewing one (1) fence permit application
 - Reviewing one (1) ADLS Amendment application
 - Reviewing four (4) sign permit applications
 - Reviewing two (2) Temporary Use applications

Engineering

- None to report

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 change to Carter Green, address lists, business site addressing, fiber data, public bike parking project, scripting, water meter project, addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on personnel return meetings, camera system upgrade, phone system changes for departments, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on email system configurations for devices, Microsoft issues with new patch, meter reading handheld issue, HR app' work, certificate project, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

Legal Department

- Dealt with Code enforcement issues, franchise fees, Duke agreements and subpoena responses
- Reviewed several record requests
- Reviewed and signed several initial and supplemental record request responses
- Reviewed contracts
- Drafted an indemnity/hold harmless agreement for the Street Department
- Attended the virtual Finance and Rules Committee Meeting
- Researched public forum issues
- Advised Mayor, Councilors and Department Directors
- Responded to 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 man for theft and driving while suspended and after being notified about a theft that occurred at Lowe's
 - The property stolen from Lowe's was recovered
 - The vehicle involved was reported as stolen out of another jurisdiction and was also recovered
- Officers assisted another jurisdiction by recovering property involved in a fraud

- Officers conducted a welfare check on a subject regarding concerns related to mental health
 - The subject was transported to a mental health facility for evaluation
- Officers arrested a male for OWI following a traffic stop for exceeding the posted speed limit

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Painting railings down Range Line Road
 4. Rip Rap on pipe inlet on Carmel Drive
 5. Disinfecting public areas and restrooms
 6. Emptying trash and recycling cans
 7. Watering flowers and adding fertilizer
 8. Working on open streetlight/street sign work orders
 9. Cleaning fountain filters
 10. Daily claims
 11. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
 1. 48 Line Locates
 2. 24 Phone Calls
 3. 0 My Carmel App requests for service
 4. 5 new service requests
 5. 5 service requests closed
 6. 24 new work orders
 7. 20 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report