

DAILY UPDATE – Friday, July 17, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- None to report

Community Relations and Economic Development

Media Inquiries:

- Dallas Morning News
- IndyStar

Releases:

- Rain on Main release is prepared and awaiting final review
- Community Data Platforms release is prepared and awaiting final review

Advertising/Video:

- Recorded Mayor video statement for Riverview Health opening
- Final changes to Brews and Barrels brochure

Carmel Cares / COVID-19:

- Carmel Cares FB page monitoring and updates
- Likes: 1651, Followers: 1,898, Group Members: 2,626

Events:

- Chinese Mooncake final plan
- Carmel Arts Festival cancelation
- Veteran's Day event work

Special Projects:

- Final version of statement sent to Mayor for review
- Finalized bio for Music and Film Grant application
- Meeting to discuss Hotel opening event

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
- Several staff members viewed webinar- Anderson University Adult Learning Series session: Personal Value, Diversity, and Inclusion with Dr. Ray Sylvester
- Budget
 - Finalize updates on budget spreadsheets
 - Printed sheets to City Hall for pickup for Budget review mtg.

- Economic Development
 - Worked on economic development tracking spreadsheet
 - Property search for a local firm exploring a move to Midtown
- Mobile stage
 - Phone call with Street Dept to determine labor cost to update mobile stage agreement
- Misc. tasks & admin items
 - Reached out for updated quote for credenza
 - Help coordinate furniture set up in City Hall office
 - Meeting coordination
 - Basecamp updates
 - Correspondence re: location of a veteran's brick

Department of Community Services

- None to report

Engineering

- The Engineering Department remains healthy and at full strength
- On Thursday the Department performed 8 private development inspections
- No new right of way permits were issued and 2 inspections on existing right of way permits were completed
- 2 new service requests came into the office

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 authentication project, City addressing, fiber data, scripting and continued work on existing projects
- The ICS Network and Communications group has been working on Parks technology, phone system, cut phone lines at Station 44, shared calendar issues, new Court location, City AV system, new Courts location, 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 record requests and subpoenas
- Reviewed and signed several initial and supplemental record request responses

- Reviewed contracts
- Researched an insurance matter for Parks
- Prepared numerous pleadings
- Reviewed and addressed re-assigned files
- 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 took two reports regarding thefts from vehicles that were parked in the 250 block of Pennsylvania Parkway
- Officers took a report regarding a missing person
 - Family members of the person reported as missing live in Carmel
 - The person reported as missing did not live in or go missing from within our jurisdiction
- Officers took a report regarding intimidation
- Officers responded to a vehicle crash at the intersection of west 96th Street and Ditch Road
 - After investigation, officers arrested the driver for OWI

Street Department

- Today's duties for the Street Dept. crews are:
 1. Sweeping
 2. Patching
 3. Replacing bad pavers on City Center west of 3rd
 4. Crack sealing walk bridge on Cherry Tree
 5. Inspector with milling and paving crews
 6. Working on statues
 7. Picking up trash on US 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. 36 line locates
 2. 22 phone calls
 3. 1 My Carmel App request for service
 4. 5 new service requests
 5. 6 service requests closed
 6. 19 new work orders
 7. 43 work orders closed
 8. Processed daily claims to pay vendors

Utilities

- None to report