

## DAILY UPDATE – Tuesday, June 2, 2020

### CITY DEPARTMENT UPDATES

#### Brookshire Golf Club

- No report today.

#### Community Relations and Economic Development

- Releases:
  - Drafting 46290 release
  - Draft Conquer the CAB release
  - Shared InCycle to Open at City Center release
- Media Inquiries and Responses:
  - None to report today.
- Carmel Cares/COVID-19 Response or Special Projects
  - Posting and monitoring of Facebook pages (daily)
  - Continued work on Vendor Pledge and online sign up form
  - Signage:
    - Finalized wraps for large hand sanitizing stations
- General:
  - Attending Opening City Hall virtual meeting
  - Correspondence regarding stage repairs and maintenance
  - Carmel TV and Youtube page management
  - CRED staff meeting and Director's meeting
  - Nextdoor, Facebook page monitoring (daily)
  - Compiled City wide Daily Reports (daily) – caught up for last few days
  - Website Updates/Management (daily)
    - Adding news links as we get them (daily)
  - Packing CRED office items for transition to new workstations
  - Promote Carmel board meeting
  - Transition meeting with Kaylee and Molly (new employee)
  - Continue to work on presentation for a Music and Film Festival
  - Working on new trivia questions for Midtown Screen
  - Continued work on newsletter – quarterly print and weekly e-newsletter
  - Started Fifth Third purchase card claims (2 of 4 complete)
  - Fifth Third accounts added to group manager role
  - Follow up on purchase card expense report items needed
  - Computer items for new employee
  - Received and saved invoices

#### CRED Daily Report for 6-2-2020

##### Releases:

- Issued Carmel Mayor asks for Calm
  - Issued follow up Statement from Carmel Mayor Jim Brainard
- Shared CPD Release - Peaceful Protests in Carmel
- Issued Carmel Mayor Issues Disaster Emergency Declaration

- Finalizing Meet Me on Main release

#### **Media Inquiries and Responses:**

- WTHR
- IBJ
- WISH

#### **Carmel Cares:**

- #CarmelCares Group Members: 2,558. Carmel Cares FB Page Followers: 1,859. Likes (both pages: 1,626)
- Posting and monitoring of Facebook pages (daily)

#### **Advertising/Signage:**

- Finalized Wearing is Caring A&DD Archway – emailed graphic designers
- Create another new A&DD Archway panel design focus on kindness in the community
- Planning for Current: Bike Carmel ad
- Planning for Kit monthly ad
- Finalizing Travel In Gallery Guide
- Continued work on updated Trivia Questions for Midtown Screen

#### **Events:**

- Continued work and planning for June Meet Me on Main virtual event
- Movies at Midtown – The movie *UP* was played at various times throughout Monday June 1<sup>st</sup>
- Continued self-guided Conquer the CAB through June 7

#### **COVID-19 or Special Projects:**

- Discussion and planning for Solidarity Vigil
- Forward peaceful protest use of public space request
- Continued work (beginning to finalize) Vendor Pledge
- Continue to follow up on Zagster contracts and options
- Continued work on live streaming options for CarmelTV, FB, Youtube

#### **General:**

- Carmel TV and Youtube page management
- CRED staff meeting and Director's meeting
- Nextdoor, Facebook page monitoring (daily)
- Compiled City wide Daily Reports (daily)
- Website Updates/Management (daily)
  - Adding news links as we get them (daily)

- Work on Google Analytics
- Budget
  - Compiled & coded additional invoices for review & approval
  - Input POs, invoices & claims into purchase program & submitted for approval
    - Approved claims
  - Brief meeting with Pedcor team re: marketing plan
    - Quick catch up. Meeting is being rescheduled for another date
  - E-mails & phone calls
    - Received & saved invoices from weekend
    - Updated Kevin on Rollfast contract discussion
    - Sent PO for Ice Rink to Dave Huffman
    - Followed up with Janet re: PO for Molly's computer & completed in purchase program
    - Carmel Monthly re: online edition/cut sheet and invoice needed
    - Confirmed line items for misc. invoices
  - Phone call with Vanessa re: Artomobilia posters + additional services

### **Department of Community Services**

- No report today.

### **Engineering**

Engineering Department remains healthy and received one negative COVID test. The Department handled 18 new inspections on Monday and took in 7 new service requests, comprising of 4 new drainage concerns, 1 missing sidewalk concern and 1 illicit discharge complaint. 6 new right of way permits were also received and 1 inspection was completed from past permit submittals.

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### **Fire Department**

- No report today.

### **Information & Technology**

- The ICS Dep't has 14 FTE and 1 PTE
  - 6 FTE employees are working from home
  - 1 PTE employees are working from vehicles
  - No reports of sickness at this time
- The ICS GIS group has been working on an, app' for CRC, system training, fiber location mapping, addressing inquiries, and continued work on existing projects.
- The ICS Network & Comm's group has been working on AV for Arts District, camera repair, City Hall dep't moves, network hardware, fiber locates, and continued work on existing projects.
- The ICS Systems group has been working on the new service for IT notifications, certificate project, systems work, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

The ICS Dep't has 14 FTE and 1 PTE  
 6 FTE employees are working from home  
 1 PTE employees are working from vehicles

No reports of sickness at this time

The ICS GIS group has been working on a meeting with Engineering, system training, water meter project, EOC staffing, fiber location mapping, addressing inquiries, and continued work on existing projects.

The ICS Network & Comm's group has been working on EOC staffing, AV for Arts District, City Hall dep't moves, phone system, fiber locates, and continued work on existing projects.

The ICS Systems group has been working on a purchase program error, forms, certificate project, systems work, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

### **Legal Department**

- Worked on a telecommunications fiber placement agreement
- Addressed discovery issues
- Began preparation for Code violation bench trials
- Reviewed record requests
- Reviewed and signed record request responses
- Reviewed contracts
- Reviewed an easement for Parks
- Attended mediation
- Advised Mayor and Department Directors
- Responded to emails and calls

Department reviewed record requests, reviewed and signed initial record request responses, reviewed contracts, drafted a contract termination letter, researched ADA requirements, prepared a civil unrest primer for the CPD, responded to discovery requests, conducted First Amendment research, prepared an Executive Declaration, advised the Mayor and Department Directors, and responded to emails and calls.

### **Human Resources**

- Another day without a positive test.
- I expect to have the antibody test sign-up instructions out to civilian employees today, with tests starting next Thursday.
- I'm continuing to work on a written City Hall re-opening plan.

The Aria invoice for the 9<sup>th</sup> week of testing is \$50,565. Totals to date: 3558 tests and \$517,350. Testing is down from the peak. Police and fire are still testing weekly, but other departments seem to have backed off a bit and very few family members are coming through now.

The protests may throw us off track with our antibody testing (police officers on duty who cannot leave their posts) but we'll figure it out. If necessary we'll add additional testing at the end.

Jim Crider and I are doing a walk-through this morning to discuss re-opening issues: distancing, traffic patterns, testing stations, etc.

### **Office of the Controller**

- No report today.

### **Parks Department**

- No report today.

### **Police Department**

- CPD conducted 119 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers responded to numerous additional tips regarding a stolen monkey. The monkey has not been located.
- Officers arrested a woman for OWI after she crashed her car in the area of 96<sup>th</sup> and Michigan Rd.
- Officers investigated vandalism to several vehicles in the area of 116<sup>th</sup> St and Shelborne. Reports were taken. No suspect information is available.

CPD had officers dedicated to Monon bicycle patrol.

Extra officers were on patrol in response to protests. Officers and protestors interacted peacefully and professionally.

### **Street Department**

- Today duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Replacing pavers around Carter Green
  4. Work on pipe repair work orders
  5. Getting open work orders completed
  6. Cleaning Walls and Patching at Tarkington Garage
  7. Tractor mowing around town
  8. Watering flowers adding fertilizer
  9. Work on open street light work orders
  10. Make hand sanitizer
  11. Trash and recycling cans emptied around town
  12. Cutting chains for additional hanging baskets.
  13. Clean fountain filters
  14. Daily Claims
  15. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
  1. 31 Line Locates
  2. 27 Phone Calls
  3. 1 My Carmel App request for service
  4. 5 new Service Request
  5. 4 service request closed
  6. 16 New Work Orders
  7. 0 Work Orders closed
  8. Processed Daily Claims to pay vendors

Today duties for the Street Dept. crews are:

1. Sweeping
2. Patching
3. Patch truck on Keystone
4. Cut concrete for removal/replacement
5. Work on Hazel Dell landscape grasses
6. Spraying weeds around town
7. Replacing pavers around Carter Green
8. Tarkington Garage cleaning and patching
9. Work on pipe repair work orders
10. Cleaning Walls and Patching at Tarkington Garage
11. Tractor mowing around town
12. Watering flowers adding fertilizer
13. Work on open street light/street sign work orders
14. Trash and recycling cans emptied around town
15. Clean fountain filters
16. Daily Claims
17. Zoom meetings with managers as needed

Yesterday the Street Dept. did:

1. 53 Line Locates
2. 22 Phone Calls
3. 3 My Carmel App request for service
4. 10 new Service Request
5. 15 service request closed
6. 8 New Work Orders
7. 24 Work Orders closed
8. Processed Daily Claims to pay vendors

#### Utilities

- No report today