

## **DAILY UPDATE – Tuesday, July 7, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

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

- Releases:
  - Issued CFD COVID-19 Information Booth Release
- Media Inquiries and Responses:
  - None to report
- 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
    - 1,651 likes, 1,898 follows, 2,606 members
- Special Projects:
  - Continued finalizing mayor's statement on racial discrimination
  - Discussed utility boxes with DOCS
- Advertising/Signage:
  - None to report
- Events:
  - Continued planning for MMOM
    - Found music locations
    - Spoke with store owners and DOCS
    - Gift Card Hunt details, scouted out locations
    - Media Release (gathered merchant information also placed on media release and wrote release)
    - Requested cones/gator from Street Department
    - Worked with AGP re: live segment
  - Continued planning for Hoagy unveiling
  - Correspondence re: CKM dates
- 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
  - Claims
    - Received, coded and incorporated invoices into file for approval

- Created cut sheets for advertising invoices
- Input claims in purchase program and submitted for approval
- Approved claims under \$1,000
- Meeting with Nancy and Controller's office re: Non-Reverting Funds
- Admin and email items
  - Sent in HelpDesk request to get Nancy's office computer setup
  - Worked with ICS on misc. questions for virtual meeting setup
  - Worked with Karolyn for event supplies order
  - Worked with Candy on calendar advertising confirmation

### **Department of Community Services**

- None to report

### **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 business suite addressing, fiber data, public bike parking project, scripting, water meter project, and continued work on existing projects
- The ICS Network & Comm's group has been working on CFD station phone lines cut, damaged fiber handhole, MidTown TV, City camera maintenance, access control system, CPD access, phone system changes for departments, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on Microsoft issues with new patch, LobbyGuard email issues, department data migrations, continuing to work with returning users, 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**

- None to report

### **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 OWI and Possession of Marijuana
- Officers arrested a woman for shoplifting from a retail store in the 10000 block of Michigan Road
- Officers arrested a man on a warrant for violation of pre-trial release
- Officers responded to an armed robbery in the 9600 block of College Avenue
  - Two males are suspected of taking cash and tobacco in the robbery
  - Investigation is ongoing
- Officers investigated a theft of a wallet and money at the Monon Center

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Picking up trash on Mains
  4. Installing Mosaics at Sophia Square
  5. Working on pavers around Carter Green
  6. Painting railing down Range Line Road
  7. Pulling weeds from planters on Main Street and staking trees at City Center and 3<sup>rd</sup> Ave
  8. Disinfecting public areas and restrooms
  9. Emptying trash and recycling cans
  10. Working on storm pipe repair work orders
  11. Watering flowers and adding fertilizer
  12. Cleaning up tree branches from the storm Sunday
  13. Working on open streetlight/street sign work orders
  14. Cleaning fountain filters
  15. Daily claims
  16. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
  1. 69 line locates
  2. 17 phone calls
  3. 2 My Carmel App requests for service
  4. 6 new service requests
  5. 4 service requests closed
  6. 12 new work orders
  7. 13 work orders closed
  8. Processed daily claims to pay vendors

**Utilities**

- None to report