

## **DAILY UPDATE – Wednesday, July 22, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- None to report

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

##### Media Inquiries:

- Dallas Morning News

##### Releases:

- Issued 46290 Release

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

- Carmel Cares FB page monitoring and updates
- Likes: 1653, Followers: 1,900, Group Members: 2,628

##### Events:

- Christkindlmarkt discussion w/ Mayor
- Working on selection/plan for International Movies at Midtown
- Artomobilia
  - Virtual meeting to discuss possible alternative plans
  - Worked on alternate route and logistics

##### Special Projects:

- Created outline for HCT Meeting
- Attend HCT Meeting
- Teleprompter
  - Obtained quote for rental
- Sophia Square track lighting
  - Confirmed two vendors

##### General:

- Carmel TV and Youtube page management
- Nextdoor, Facebook, LinkedIn, Instagram social media page monitoring and updates (daily)
- Compile City wide Daily Reports
- Website Updates/Management (daily)
- Newsletter
  - E-newsletter content discussion
  - Print Newsletter editing session
- Misc. tasks & admin items
  - Calendar updates
  - Basecamp updates
  - Confirmed musicians' performances; mailed check to vendor
  - Picked up Arts & Design District parking permit from Police Department
  - Mitsch Design drop-off of color swatches for District Office conference room panels

- Moved privacy panel from unused intern desk to staff space
- E-mailed with District Office team re: new schedule plan
- Received and deposited sponsorship check for Carmel on Canvas
- Cleaned out old marketing items from attic and supply closet
- Continued organization of City Hall CRED offices
- Budget
  - Claims & Invoices
    - Printed backup & claims
    - Prepared claims
    - Delivered to City Hall
  - Fifth Third Purchase Cards
    - Completed and submitted director's June cycle expense report
  - Brief meeting with dept. director re: office items and updates; budgeting and invoice items
  - E-mails re:
    - Plaque for mosaic
    - PO balance

### **Department of Community Services**

- None to report

### **Engineering**

- The Engineering Department remains healthy and at full strength
- On Tuesday the Department performed 11 inspections on private development projects
- A bulk of one inspector's time has been on the Range Line Road streetscape in front of the Proscenium so that is keeping him busy
- 4 new right of way permits were approved on Tuesday and 22 inspections took place on existing right of way permits
- 1 new service request was also received into the office
- Construction on 116<sup>th</sup> and Guilford and College roundabouts began in earnest on Monday and lane closures in full effect

### **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 ADA inventory, authentication project, apartment and subdivision addressing, fiber data, scripting and continued work on existing projects

- The ICS Network and Communications group has been working on audio recorder project, tornado siren move, Parks technology, assisted AT&T with the cut phone lines at Station 44, shared calendar issues, 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 training, finalizing the certificate project, Parks technology, cloud technology, department data migrations, custom application work, working with user's issues and continued work on existing projects

### **Legal Department**

- Addressed subpoenas duces tecum
- Reviewed a deposition
- Engaged in settlement negotiations in two matters
- Addressed CFD and Code Enforcement issues
- Drafted demand letters
- Reviewed record requests
- Reviewed and signed initial and supplemental record request responses
- Reviewed several contracts
- Filed two bankruptcy claims
- Researched an issue for a consent to encroach agreement
- Prepared cases for trial
- 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 investigated a theft of lawn equipment on Bradford Place
- Officers investigated a theft from a trailer
  - The theft occurred overnight in the 11800 block of Meridian Street
- Officers arrested a shoplifter from a retail store on Michigan Road
- Officers arrested a person for OWI on E. Main Street
  - The driver struck a street sign and was found to be intoxicated

### **Street Department**

- Today's duties for the Street Dept. crews are:

1. Sweeping
  2. Patching
  3. Picking up trash on mains
  4. Making hand sanitizer
  5. Cleaning buildings A, B and C
  6. Seal coat walk bridge on Cherry Tree
  7. Inspector with milling crew and paving crew
  8. Working on concrete at City Center
  9. Moving furniture for CRC
  10. Working on plant deficiencies in various splitter islands
  11. Tractor mowing around town
  12. Disinfecting public areas and restrooms
  13. Trash pick-up on 31
  14. Trash and recycling cans emptied
  15. Working on irrigation issues at various locations
  16. Working on open streetlight/street sign work orders
  17. Cleaning fountain filters
  18. Daily claims
- Yesterday the Street Dept. did:
    1. 62 line locates
    2. 22 phone calls
    3. 3 My Carmel App requests for service
    4. 8 new service requests
    5. 7 service requests closed
    6. 17 new work orders
    7. 64 work orders closed
    8. Processed daily claims to pay vendors

### **Utilities**

- None to report