

DAILY UPDATE – Tuesday, April 21, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No update today.

Community Relations and Economic Development

- Media:
 - Daily Beast interview with Mayor request.
- Releases:
 - Shared New Police Officer release.
 - Shared BOLO (theft) release.
 - Wearing is Caring Campaign launched for COVID safety.
 - Drafted Mayor's Shares Best Practices with Essential Businesses
- Carmel Cares:
 - #CarmelCares Group Members: 2295. Carmel Cares FB Page Followers: 1724. Likes: 1541.
- Feed the Frontlines:
 - Restaurant schedule booked through April 28th.
 - Continue efforts as normal.
 - Received another donation of \$1,000 from Fidelity – new total for non-governmental funds now totals \$20,945.
- CMYC:
 - Reviewing applications.
- Events:
 - Continued work on Ice at Center Green 2019-2020 report.
 - Schedule meeting to discuss Ice at Center Green contracts for 2020-21 season.
- General:
 - Compiled City wide Daily Reports.
 - Working to update corporate headquarters contact list.
 - Continued updating COVID pages on website.
 - Virtual Council meeting at 6pm.
 - Continued work on purchase orders and invoices.
 - Submitted Fifth Third expense report.
 - Discuss face mask order and how to provide resources for community—where to purchase masks.
 - Communication with Purple Ink

- Provided employee organization chart
- Schedule meeting for Re-Opening Strategy.
- Schedule videos with Mayor and OMNI
- COVID update
- Holocaust Observance Message
- Hand Sanitizer Donation from Mansfield King—Contacted Carmel St. Dept., CFD & CPD to see if there is a need for hand sanitizer. All city departments that were contacted asked for hand sanitizer
- Distributed ~320 bottles among city departments
- Prep social media post thanking Mansfield King for their donation.
- Work with Street Department for internal sanitizer needs.
- Work with Sun King and Danny Boy for community Sanitizer needs.

Department of Community Services

- Today in DOCS there are 12 building inspections scheduled - 2 commercial and 10 residential.
- Construction progress in Gramercy West took a big step yesterday, with two townhouse building permits, representing seven new units, being uploaded for review.
- All totaled 13 residential building permits have been uploaded already this week.
- Today is the first 'virtual' meeting of the Plan Commission. There are three public hearing items on the docket.

Engineering

- The Engineering Department continues to remain healthy and continues to perform our normal work activities.
- On Monday we performed 17 general engineering inspections on projects within the field.
- We saw one new right of way permit request and performed one inspection on existing right of way permits.
- Two new drainage concerns were also received both of which were sump pump related.
- Monday was also the first day for our new Office Administrator Laurie Slick to begin working in the office. Last week saw initial online training but this week she began working internally to get familiar with her new office space
- The office space that she is using was thoroughly cleaned over the weekend prior to her starting.
- Kate Lustig transferred to CRED and is currently working on the third floor this week as the rest of the CRED team is working remotely. This is helping with training and also helping transition Kate to the CRED team.

Fire Department

- CFD run information for Sunday and Monday April 19-20-
- Total runs: 12 and 12
- Fire calls: 4 and 2
- EMS: 8 (1 difficulty breathing, sick person) and 10 (0 difficult breathing, 3 sick person)

Information & Technology (ICS)

- The GIS group has been working on water meter updates, addressing updates, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on Council meeting remote access, phone line maintenance, public safety communications, fiber locates, and continued work on existing projects.
- The Systems group has been working on the ticketing system, continued work on debugging insurance app', setup of new storage server for Utilities, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Yesterday my office reviewed several record requests
- Reviewed and signed record request responses
- Attended the virtual Council meeting
- Reviewed contracts
- Worked on utilities, telecommunications, injunctive, Christkindlmarkt, and small claims issues
- Gave a presentation for IMLA
- Advised Mayor and Department Directors
- Responded to emails and calls.

Human Resources

- No update today.

Office of the Controller

- The Controller's Office is updating its payroll codes related to Covid-19.

Parks Department

- The Monon Greenway remains open, expect for the center section between Main Street and Gradle Drive, which is closed

- Closely monitoring traffic on the north and south segments of the Monon Greenway that remain open.
- Monday witnessed a slight decrease in usage compared to the weekend, with around 1,700 users at the 96th Street trailhead and almost 1,800 users at the Rohrer Road trailhead. Peak use was between 3:15 pm and 6:30 pm.
- There were 175 users recorded at City Center on the closed section of the Monon Greenway. Usage occurred largely between 11:00 am and noon.
- Residents are encouraged to avoid use of the Monon Greenway when busy, consider visiting the trails within our parks as an alternative, and to always maintain physical distancing.
- Parks remain open, with the exception of playgrounds and restrooms.
 - The Monon Community Center, Central Park Dog Park, Central Park Skate Park remain closed until further notice.
- All CCPR programs and volunteer activities have been canceled through Memorial Day (5/25/2020).
 - The online program guide has been updated to reflect the most current cancellations and adjustments due to Covid-19.
- Continuing to prepare and post virtual programs for #CarmelCares initiative in coordination with City, Carmel Clay Schools, and other local entities.
- Hosted Meditation + Stretching on Facebook Live with our Fitness Supervisor
- Continuing preparations for resumption of operations when conditions permit. Anticipate a phased approach for reopening of facilities, taking into consideration current Executive Orders, recommendations from public health officials, and guidelines for maximum group sizes.

Police Department

- CPD conducted 182 school, park, business checks and had several officers dedicated to Monon patrol.
- Officers spoke to several groups of people who were congregating in West Park. Everyone complied with requests to disperse.
- Officers responded to Carmel Clay Schools athletic fields to disperse people playing games and using playground equipment. All CCS properties are closed, including athletic fields and playgrounds.
- Officers dealt with one mental/emotional call which resulted in an immediate detention.

Street Department

Today the Street Dept. crews are doing the following:

Sub surface pipe repairs

Cleaning filters on fountain's and inspecting for issues

Finish Dirt work on pipe repairs Salem Dr- Main street Junipers

Fixing street lights on 1st Ave N.W.

Trash and debris pick up around downtown

Daily Claims

Daily Zoom call with all managers

Yesterday the Street Dept. did:

43 Line Locates

24 Phone Calls

8 My Carmel App request for service

15 new Service Request

11 service requests closed

16 New Work Orders

3 Work Orders closed

Processed Daily Claims to pay vendors

Utilities

- No update today.