

## **DAILY UPDATE – Monday, May 4, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- It was a busy weekend at the golf course. Saturday saw no open tee times from open until 6:30 in the evening.
- Single rider carts are working well for physical distancing and speeding up play.
- With new information from the governor on Friday, we are looking at options for taking the next steps in a second stage of opening.
- Enter/exit limitations, occupancy restrictions and employee and customer safety are all being considered.

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

- Media Inquiries/Responses:
  - IndyStar
  - WISH-TV
  - Current in Carmel
- Releases:
  - Drafted wastewater testing release
  - Drafted Carmel COVID task force release
  - Drafted Read to Feed release
  - Planned upcoming releases with staff and issued CFD at Farmers Market and Bulk Item pickup resumes
- All Things Carmel:
  - Locked in accounting services
  - Worked with photographer to shoot about 100 pictures for online sales
  - Cleaning and organizing at the store began for potential opening on Thursday
- Carmel Cares:
  - #CarmelCares Group Members: 2,466. Carmel Cares FB Page Followers: 1,803. Likes (both pages: 1598)
  - Carmel Cares – Managing Social Media pages, working with graphic designer to create images, Current ad preparations
- Feed the Frontlines:
  - Continue efforts as normal, no new news at this time.
- CYAP:

- Pack the Cruiser – working with Kroger to ask for help in some capacity such as creating a shopping cart online for Summer Meals donations or gift cards
- Seeking additional funding needed for Summer Meals – reaching out to Township Trustee
- Reconnecting Carmel:
  - Worked on draft of Reconnecting Carmel plan
- Ads and Marketing:
  - Internal meeting web banner and upcoming Carmel Cares section
  - Internal meeting re: content and art direction for Current ads
  - Coordination with graphic designer re: web banner ads, Reconnecting Carmel branding, upcoming Current layout
  - Sent City of Carmel Newsletter
  - Salesforce Marketing & Social Studio self-training on Trailhead
- General:
  - Compiled City wide Daily Reports
  - Virtual Staff meeting
  - Continued updates to website (COVID related and general)
  - Sharing daily news links as we get them
  - Carmel CPD 2020 Grant Virtual Meeting
  - Nextdoor, Facebook page monitoring (daily)
  - Received and coded invoice files, then added them to file for approval

## **Department of Community Services**

- Today in DOCS there are 11 building inspections on the schedule - 3 commercial and 8 residential.
- DOCS Permit/construction activity for last week, 4/27 to 5/1:
  - Conducted 115 inspections
  - Performed 60 Plan reviews and re-reviews
  - Issued 30 building permits, including 11 new houses
  - Issued 6 fence permits
  - Issued 6 sign permits
- DOCS Admin continues to staff the front desk on 3-day rotation, both first floor and third floor offices.
- The Department is receiving phone calls from homeowners on Beech Drive regarding a Group Home permit under review.
- The Plan Commission Commercial Committee meets tomorrow evening. This will be a remote meeting that is streamed live and televised.

## **Engineering**

- The Engineering Department finished off a strong week with 89 general private development inspections, 9 storm water inspections, 4 post construction bmp inspections and 2 bmp inspections.
- 14 new service requests were also processed during the week, 9 of which were drainage concern related.
- During the week, 27 new right of way permits were also processed throughout the City.
- During the week the intersections of Carmel Drive and Pennsylvania Street and Carmel Drive and Range Line road were closed for construction.
- Private Development plan review continues to move forward and 5 sets of construction drawings were signed for release.

### **Fire Department**

- No report today

### **Information & Technology (ICS)**

- The GIS group has been working on using a form to update restaurant hours, addressing updates including Carter Green, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City fiber project, Streets paging system issue, communications equipment, fiber locates, and continued work on existing projects.
- The Systems group has been working on digital signatures, systems issues, new ticketing system, continued work on debugging insurance app', continued work on addressing custom written app's, continuing to setup new hardware, working with user's issues, and continued work on existing projects.

### **Legal Department**

- Last Friday, my Department attended a telephonic settlement conference, a telephonic case handling conference
- Addressed discovery responses, reviewed record requests, reviewed and signed record request responses
- Worked on a temporary easement and on a waiver for minor golf course employees
- Conducted legal research, addressed postal ZIP Code issue, advised Mayor and Department Directors, and responded to emails and calls.

### **Human Resources**

- We had a full weekend of testing. All results are caught up through yesterday. We've had no new positives since early next week.
- We are starting to get consent forms for contact tracing.
- This week I will be focusing on processes for re-opening City Hall and other City workplaces, although we do not yet know when that will be.

### **Office of the Controller**

- The Controller's Office has hired a Staff Accountant to assist with accounting and financial activities.

### **Parks Department**

- No update today.

### **Police Department**

- CPD responded to a few situations regarding gatherings and physical distancing. Several juveniles were instructed to leave the Carmel High School Stadium property. Please remember that all Carmel Clay Schools properties are closed, including playgrounds, basketball courts, tennis courts, tracks, and fields.
- One complaint regarding juveniles playing lacrosse at Our Lady of Mount Carmel was unfounded.
- Officers conducted 489 directed patrols and security checks of schools, parks, and businesses and had officers dedicated to bicycle patrol of the Monon Greenway.

### **Street Department**

- Today's duties:
  - Replacing pavers around on Helford
  - Sweeping
  - Clean capstones on Monon Tunnel
  - Pull concrete forms and do finish dirt work
  - Patch Truck
  - Sweeping
  - Work on installing the railing on Main St
  - Water sod
  - Watering flowers
  - Making Hand Sanitizer
  - Empty trash cans and recycling cans
  - Clean filters on fountains

- Daily Claims
- Daily Zoom call with all managers
- Yesterday the Street Dept:
  - 31 Line Locates
  - 21 Phone Calls
  - 3 new Service Request
  - 8 service request closed
  - 17 New Work Orders
  - 24 Work Orders closed
- Processed Daily Claims to pay vendors

### **Utilities**

- We have had one employee out that tested positive for COVID-19. He has since passed two rounds of tests and is cleared to come back to work. He feels fine and did not experience any symptoms.
- Water productions remains up from the same time period last year. We are starting to get into the time period where increased flow will be weather dependent.
- Last May and June were not good due to wet weather, hopefully this will not be the case this year.