

## **DAILY UPDATE – Monday, May 11, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- A busy Saturday was followed by a slower Sunday. Mother's Day is usually slow and was combined with rain and colder temperatures.
- The clubhouse is open today, including restrooms and the snack bar. We are promoting outside ordering from the snack bar, and the pro shop remains closed. Sanitization schedules are being followed for common areas.

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

- Media:
  - IBJ
  - Current
  - FOX 59
  - WISH-TV
  - Responded to incident to assist with media response at 116th & Guilford
- Feed the Frontlines:
  - Restaurants booked through May 17
  - Distributing complementary Carmel Cares Cookies
  - Continue efforts as normal
- Carmel Cares:
  - #CarmelCares Group Members: 2,501. Carmel Cares FB Page Followers: 1,826. Likes (both pages: 1608)
  - Posting and monitoring of Facebook pages (daily)
- Nextdoor:
  - April 2020 Summary
    - 15 posts
    - 141,077 views
    - 38,411 email opens
    - 210 digest clicks
    - 500 thanks
    - 265 replies
    - 37,273 verified residents in 179 neighborhoods
    - 723 joined in the month of April
- Advertising:
  - Current ads
  - Confirm Memorial Day Ceremony ad reservation

- Start coordination of art direction for 2 page spread & back cover due Tuesday
- Events:
  - Meet Me on Main Virtual Event on Friday 5/8 and Saturday 5/9
  - Continue to plan for Virtual Memorial Day event
  - Prepared final draft of mayor's Memorial Day remarks for virtual ceremony
- COVID-19 and/or special projects:
  - Wearing is Caring
  - Outreach to multiple media for participation in Who's Behind the Mask FB contest
  - Internal discussions and work on Who's Behind the Mask campaign
  - Meeting to discuss Carmel TV AV Live Videos
  - Scheduled next two meetings
  - Coordinate donation to police and fire departments from Northern Tool and Equipment
  - Continued preparing for Carmel Music and Film Festival report to council
  - Drafted letter for mayor and council to send to general community regarding city's financial health
- General:
  - Carmel TV and Youtube page management
  - Sent City of Carmel E-newsletter
  - Nextdoor, Facebook page monitoring (daily)
  - Compiled City wide Daily Reports (daily)
  - Website Updates/Management (daily)
  - Adding news links as we get them (daily)
  - Phone call with Blair to discuss contracts and payments
  - Budget/finance
  - E-mails –reminders re: upcoming invoice deadline, correspondence re: stage purchase date, invoice follow-up
  - Misc. organizational items (Basecamp, purchase program)

### **Department of Community Services**

- Today in DOCS there are 14 building inspections on the schedule - 2 commercial and 12 residential.
- DOCS Permit/construction activity for last week, 5/4 - 8:
  - Conducted 77 inspections
  - Performed 32 Plan reviews and re-reviews
  - Issued 5 commercial building permits
  - Issued 20 residential building permits, including 6 new houses
  - Issued 7 fence permits
  - Issued 1 sign permit
- This Wednesday 5/13 there is a IRTC Policy Committee meeting at 9:00 AM.

## **Engineering**

- The Engineering Department remains healthy and has a steady workload.
- For the week we provided a total of 75 private development inspections, 5 post construction BMP installations, 3 storm water site inspections and 1 individual lot inspection.
- A bulk of inspection time has concentrated at the Carmel Drive and Range Line Road raised crosswalk installation.
- 11 new service requests came into the office including 7 drainage concerns.

## **Fire Department**

- No update today

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

- The GIS group has been working on trail updates, tree mapping fix, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on remote meeting work, equipment tire repair, City fiber project, fiber project in downtown, tower building project, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on new ticketing system, systems directory cleanup, certificate project, continued work on debugging insurance app', continuing to setup new hardware, working with user's issues, and continued work on existing projects.

## **Legal Department**

- No update today.

## **Human Resources**

- No update today.

## **Office of the Controller**

- The Controller's Office is working on the INPRS Audit request.

## **Parks Department**

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

- Trail usage continues to be closely correlated with the weather. Saturday (5/9/2020) had the highest counts, but well below recent peaks.
  - 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.
  - Reports of people using playgrounds on Sunday at Central Park Westermeier Commons and Founders Park, despite fencing and posted signage. Police were dispatched.
- The Monon Community Center, Central Park Dog Park, Central Park Skate Park remain closed until further notice.
- A snapshot of CCPR's resumption of operations plan has been released, with a phased reopening of parks, programs, and facilities beginning on May 24th.
  - The full plan and other updates are available on CCPR's website in the COVID-19 Information section.
- Beginning recall of approximately 60 of the 471 employees furloughed due to COVID-19 closures. All employees are being tested for COVID-19 prior to reporting to work.
- Reimagining Parks projects, funded with proceeds from the Clay Township Impact Program, are in progress at two parks.
  - Carey Grove Parks: Initial tree removal has been completed in anticipation of construction beginning within the next several weeks.
  - Flowing Well Parks: Demolition work for removal of old interpretative signage and benches has begun.

## **Police Department**

- On Friday
  - Officers spoke with juveniles that were on Carmel High School Stadium property. All Carmel Clay Schools properties and facilities are closed, including playgrounds, basketball courts, tennis courts, tracks, and fields.
  - Officers investigated improper use of 911, theft at a business, use of marijuana and possession of paraphernalia
  - Investigated a motor vehicle crash related to operating a motor vehicle while intoxicated that occurred at the intersection of Spring Mill Road and W. 141st Street, a theft that occurred at a residence.
  - Officers conducted 134 directed patrols and security checks of schools, parks, and businesses.
- On Saturday
  - Officers investigated a report of a gathering of greater than 25 people at a location on S. Range Line Road. Information was provided regarding restrictions established by Governor Holcomb's Executive Order and attendees of the gathering left the area without incident.

- Officers served an arrest warrant, conducted a welfare check on a subject at a residence on College Avenue that resulted in an immediate detention and investigated a motor vehicle crash related to operating a motor vehicle while intoxicated that occurred near the intersection of E. Carmel Drive and Eden Glen Drive.
- Officers conducted 102 directed patrols and security checks of schools, parks, and businesses.
- On Sunday
  - Officers assisted the Carmel Fire Department regarding a possible residential fire at a residence on Brownstone Trace. A subject at the location of the investigation refused to exit the structure.
  - Officers investigated a theft of a motor vehicle, a motor vehicle crash during which a driver left the scene that occurred at the intersection of N. Michigan Road and W. 106th Street, a theft that occurred at a business, a domestic battery and fraudulent use of a credit card.
  - Officers conducted 59 directed patrols and security checks of schools, parks, and businesses.

### **Street Department**

- Today's duties:
  - Unblocking and rebuilding an inlet on Lakeshore Dr.
  - City Center and 3rd Ave getting chains cut for hanging baskets
  - Water sod and flowers adding fertilizer
  - Trash on mains
  - Inspector with contracted milling and paving
  - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday:
  - 43 Line Locates
  - 13 Phone Calls
  - 2 My Carmel App request for service
  - 4 new Service Request
  - 4 service request closed
  - 30 New Work Orders
  - 13 Work Orders closed
- Processed Daily Claims to pay vendors

### **Utilities**

- The weekend passed quietly with nothing of significance to report. Water production remains steady.

- We had five test results come back over the weekend, all negative. Staff continues to be healthy.
- The 36-inch water main project will be ready to cross Illinois Street next week. We will be able to do this with traffic control and keep both north and south bound traffic open. If all goes well it should be a long one-day event. I will have an exact date by Wednesday of this week and will have notice out well in advance.