

## **DAILY UPDATE – Monday, May 18, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- We continue to receive masks, hand sanitizer and disinfectant through suppliers and City departments.
- Infrared thermometers have been delivered to assist in temperature taking for both employees and customers.

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

- Releases:
  - Followed up on a press release for a new company
- Media Inquiries and Responses:
  - FOX 59/CBS 4 request
- Feed the Frontlines:
  - Efforts paused as hospitals have seen a slowdown in COVID-19 cases at this time
- Carmel Cares:
  - #CarmelCares Group Members: 2,526. Carmel Cares FB Page Followers: 1,836. Likes (both pages: 1612)
  - Posting and monitoring of Facebook pages (daily)
- All Things Carmel:
  - Dealt with new payroll issues for employees
- Advertising:
  - Worked on updates to advertising listing and contacted Current to remove a handful of event-related ads from our reservation that will not be taking place in the coming weeks
- Events:
  - Internal staff meeting to discuss how to discuss events
  - Reviewed city events and plans for recommendations to mayor
  - Started compiling overall Ice budget for Monday meeting
  - Ran Pentamation report for 2019 & 2020 922 Fund expenditures and revenue
  - Compiling expenditures from CRED general fund line items
  - Reviewed budget received from Administrator and converted to Excel document for easy merging
- COVID-19 and/or special projects:
  - Work on Vendor Pledge campaign

- Follow up on extensions for mobile stage
- Made final edits to Carter Green Plaque wording
- Made final edits to Smoky Row name change letter
- Finalized presentation to City Council for Music and Film Festival
- Executive Committee CMYC Weekly update call via Zoom
- Attended Indiana Arts Commission Webinar, From the Field: Reopening Plans and Best Practices
- General:
  - Carmel TV and YouTube page management
  - Nextdoor, Facebook page monitoring (daily)
  - Compiled City wide Daily Reports (daily)
  - Website Updates/Management (daily)
  - Adding news links as we get them (daily)
  - Finalized and issued eNewsletter
  - Work on Spring 2020 Printed Newsletter
  - Budget
  - Sent confirmed PO internally for Melrose contract
  - Reminder to submit Fifth Third expense reports
  - Helped find statistics for Sharon Kibbe
  - Addressed a Facebook comment
  - Sent note to State Excise about a local business issue

### **Department of Community Services**

- Today in DOCS there are 15 building inspections scheduled - 4 commercial and 11 residential.
- DOCS Permit/construction activity for last week, 5/11 – 5/15:
  - Conducted 94 construction inspections
  - Performed 72 Plan reviews and re-reviews
  - Issued 4 commercial building permits
  - Issued 18 residential building permits, including 5 new houses
  - Issued 7 fence permits
  - Issued 4 sign permits
  - Issued 1 Temporary Use permit
- Tonight at City Council the Kirk property C-2 Rezone will be heard.
- Tomorrow is the regular Plan Commission meeting. There are four (4) projects up for hearing, agenda attached.

### **Engineering**

- Engineering Department remains healthy and continues to stay busy. Over the course of the week the Department processed 59 general private development inspections, 5 storm water site inspections, 3 post construction BMP inspections, 1 BMP inspection and 1 proof roll.

- We also received 3 new drainage concerns, 2 new traffic concerns and 1 general concern come into the office.
- 45 right of way permits were approved.
- The Department also managed erosion control reporting by contractors with 12 commercial and 18 residential contractors self-reporting erosion control site inspections.

### **Fire Department**

- No update today

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

- The GIS group has been working on restaurant updates for re-openings, addressing issues, fiber location mapping, and continued work on existing projects.
- The Network & Comm's group has been working on department phone issues, remote meetings, City audio project, CPD wireless network, City fiber project, fiber locates, and continued work on existing projects.
- The Systems group has been working on internal app' issues, new ticketing system, 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 report today.

### **Human Resources**

- Staff is working remotely with me and with each other to fulfil their responsibilities.
- We got a lot of test results over the weekend, but no new positives. I'm still waiting for results of the antibody tests from Saturday.
- We are gearing up for large-scale antibody testing at the beginning of June. We have a meeting scheduled with Jennifer Gleckman tomorrow to discuss scheduling and test procedures. I have a notification to send out to employees as soon as Nancy is ready with her press release.

### **Office of the Controller**

- The Controller's Office reviewing IRS Notice 2020-29 Covid-19 Guidance as it relates to the City of Carmel.

## **Parks Department**

- Following is a highlight of activities and functions performed by Carmel Clay Parks & Recreation on 5/15/2020 through 5/17/2020:
- 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. The Rohrer Road Trailhead witnessed its highest usage of the year on Saturday (5/16) with over 3,600 users.
- 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, which will reopen on 5/24/2020.
- The Monon Community Center, Central Park Dog Park, Central Park Skate Park remain closed until 5/24/2020.
- 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.
- Continuing efforts to recall staff and prepare for phased reopening of facilities and services.
- Nearly 160 employees have received negative results from their required COVID-19 test before returning to work in CCPR facilities.
- Trained part-time Parks and Natural Resources staff on 5/16 and 5/17 regarding new work protocols to ensure safety of employees and park visitors.
- Training beginning the week of 5/18 for Monon Community Center and summer camp employees. CCPR is taking advantage of our remote learning system to provide training for information that does not require on-site training.

## **Police Department**

- CPD conducted 491 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers took a report of a missing person. An adult was reported missing and no suspicious circumstances are suspected.
- Officers arrested two people for OWI.
- Stolen vehicle recovery – a stolen vehicle from Carmel was located and recovered in Washington state. The suspect was located with the vehicle and was taken into custody.
- Officers responded to two reports of a person having a mental/emotional crisis. Both people were taken to the hospital for treatment.

- Officers responded to a report of a battery at 106th and College Ave. The victim was taken to the hospital for treatment. Officers are still investigating. The suspect(s) had fled the scene prior to officers arriving.
- Officers took two theft reports.

## **Street Department**

Today's duties:

Work on making chains for extra flower baskets

Work on street sign work orders

Emptying trash & recycling cans downtown.

Clean filters on fountains

Daily Claims

Daily Zoom call with all managers

Yesterday the Street Dept. did:

51 Line Locates

31 Phone Calls

2 My Carmel Apps UAOOE)

7 service request closed

27 New Work Orders

33 Work Orders closed

Processed Daily Claims to pay vendors

## **Utilities**

- No report today.