

## **DAILY UPDATE – Friday, June 12, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- No report today

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

- Releases:
  - None to report
- Media Inquiries and Responses:
  - Fox 59
  - CBS4
- Carmel Cares/COVID-19:
  - Send council advance of community survey
  - Carmel Cares FB page monitoring and updates
    - 1,632 people like, 1,872 people follow, 2,573 members
- Special Projects:
  - Schedule meeting with OMNI re: Live Stream services
  - Email re: website redesign
  - Sent Survey re: Events to Mayor and Council prior to going public
- Advertising/Signage:
  - Edit KIT Magazine ad on Carmel Cares
    - Resubmitting copy – updating to show what there is to do safely in Carmel upon reconnecting
  - Continued work on Travel IN Gallery guide
- Events:
  - Meet Me on Main
    - June 12 posted 2 MMOM videos on FB
    - Virtual Event took place on June 13
  - ICG contract updates
  - Continued updates to Events Word doc and excel spreadsheet (in progress)
  - Coordinate Holocaust Ceremony thank you letters
  - Internal Bike Carmel Discussion
  - Conquer the CAB Self-Guided tour started on June 13
- General:
  - Carmel TV and YouTube page management
  - Nextdoor, Facebook and other social media page monitoring (daily)
  - Compiled City-wide Daily Reports (daily)
  - Website Updates/Management (daily)
    - Adding news links as we get them (daily)
  - Continued work on Spring 2020 newsletter
  - Issued E-newsletter

- Internal calendar updates
- AD&D Merchants
  - Replied to restaurants re: pledge form
  - Emailed Indie Coffee Roasters (re: merchant meeting) and Sue Maki (re: staging)
  - Emailed merchants re: online gift cards
  - Emailed new merchant: requested info for CADD website
  - Receiving Shop Healthy Pledges
  - Added businesses that have signed up to website
- Budget
  - Marketing budget discussion regarding marketing for IDC and City Center
  - Entered, submitted and processed claim for Fifth Third purchase card
  - Emails re: various invoicing issues
- Reviewed Resolution for council regarding Excellence in Policing

### **Department of Community Services**

- 14 building inspections scheduled – 3 commercial and 11 residential
- DOCS permit/construction activity for the week of June 8:
  - Conducted 122 building inspections (26 commercial, 4 institutional, 92 residential)
  - Performed 32 plan reviews (5 commercial plans, 8 fences, 19 residential plans)
  - Issued 2 commercial building permits
  - Issued 14 residential building permits, including 3 new houses
  - Issued 2 Temporary Use permits (firework stores)
  - Issued 4 fence permits
  - Issued 2 sign permits
  - Docketed 8 new BZA petitions
  - Docketed 2 new Secondary Plat applications
- The regular meeting of the Plan Commission is tomorrow, June 16

### **Engineering**

- The Engineering Department finished the week healthy
- For the week 70 private development inspections were completed
- 16 service requests were received into the office and broken down as 5 general complaints, 5 drainage concerns, 4 maintenance bond expiration requests and 2 traffic concerns
- For the week a total of 33 right of way permits were granted
- Plan review is caught up on issuing comments for projects that are in for review
- A concerted effort was given to make sure Parks Department projects have been reviewed and are ready for construction.

- A pre-construction meeting also took place for the 116<sup>th</sup> and Guilford and College roundabout projects and construction is set to begin on or around July 1<sup>st</sup>

### **Fire Department**

- None to report

### **Information and Technology**

- The ICS Dep't has 14 FTE and 1 PTE
  - 6 FTE employees are working from home
  - 1 PTE employee is working from vehicles
  - No reports of sickness at this time
- The ICS GIS group has been working on population counts, system training, water meter project, map work, new addressing, and continued work on existing projects
- The ICS Network & Comm's group has been working on new Courts location, City cameras, Council internet bandwidth, City AV system, new officer's equipment setup, access control system, fiber project, fiber locates, and continued work on existing projects
- The ICS Systems group has been working on forms, custom app' work, certificate project, systems work, continuing to setup new hardware for user migration, working with user's issues, and continued work on existing projects

### **Legal Department**

- Reviewed several record requests
- Reviewed and signed initial and supplemental record request responses
- Reviewed contracts
- Finished drafting a PRIF Credit Agreement
- Drafted and revised a Council Resolution
- Addressed a CFD merit law issue
- Addressed Launderers settlement terms
- Advised Mayor and Department Directors
- Responded to emails and calls

### **Human Resources**

- The City has provided more than 4000 viral tests and 500 antibody tests to its employees through yesterday
  - We have not had a positive viral test in 30 days
- HR staff is working on City Hall re-opening plans, budget projections and annual performance appraisals
- The entire staff is planning to return to the office on June 29

### **Office of the Controller**

- None to report

## **Parks Department**

- Monon Community Center
  - Open for members only
  - 1-4 p.m. daily closure for cleaning
  - Reservations required for lap swimming and group fitness; may reserve spots up to 48 hours in advance
  - No reservations required for use of fitness center
- The Waterpark
  - Open noon to 7 pm daily for MCC members, season pass holders, Carmel/Clay Township residents & first responders only
    - § Advance entry for MCC members & season pass holders available at 11 am daily
  - Once Hamilton County enters Stage 5 of the state's reopening plan and capacity limits are lifted, facility will be available to all individuals regardless of residency
- Central Dog Park
  - This membership-based facility is open
- Parks & Trails
  - Carey Grove Park & Flowing Well Park are closed due to construction
  - All other parks, greenways & trails are open
- Playgrounds & Splashpads
  - Playground at Carey Grove Park is closed due to construction
  - All other playgrounds & splashpads are open
- Restrooms
  - Public restrooms at Jill Perelman Pavilion in West Park are reserved for use by summer camps only and remain closed
  - All other restrooms throughout the park system are open
- Water fountains
  - Closed in compliance with CDC & Indiana State Department of Health (ISDH) guidelines
  - Water bottle fill stations, where available, are open
- A snapshot of CCPR's resumption of operations plan is available at [carmelclayparks.com](http://carmelclayparks.com)
  - The full report of operations plan and other COVID-19 related updates are available on CCPR's website in the COVID-19 Information section
- Following are attendance figures or registration numbers for the past week:
  - Monon Community Center: All members were required to reserve a 1.5-hour time slot to help reduce attendance and provide the ability for contact tracing in the event a member or employee is diagnosed with COVID-19. Following are attendance figures for the week:
    - Total No-Shows: 278
    - Failure Rate: 9%
    - Total Attendance for the Week of 5/24: 2,703

<b>Week of 5/31</b>	Available Spots	Total Reservations	% of Spots Taken
Fitness Center	2,870	2,211	77%
Group Fitness Classes	258	248	96%
Lap Swimming	960	522	54%
<b>Total</b>	<b>4,088</b>	<b>2,981</b>	<b>73%</b>

- Summer Camp Series: Summer camps began on 6/1/2020 at a significantly reduced capacity. In compliance with Indiana Executive Order 20-28, as well as CDC and ISDH guidelines, the structure of camps have been adjusted to both minimize the number of kids per camp group and reduce opportunities contact between campers and staff in other groups. Following is a summary of registration per week for the 9-week program as of 6/7/2020. Numbers in bold are actual numbers attended for the week.

Week of	Children Enrolled	Remaining Spots	% of Spots Taken
06/01/2020	<b>252</b>	<b>48</b>	<b>84%</b>
06/08/2020	<b>257</b>	<b>43</b>	<b>86%</b>
06/15/2020	269	31	90%
06/22/2020	240	60	80%
06/29/2020	256	44	85%
07/06/2020	279	21	93%
07/13/2020	296	4	99%
07/20/2020	290	10	97%
07/27/2020	288	12	96%

- Parks and Natural Resources: Following is a recap of the volume of trash, recycling materials, and dog waste collected for the week as part of routine maintenance operations. Numbers exclude collections from the Monon Community Center, Jill Perelman Pavilion, and Wilfong Pavilion.

Date	Trash Bags Removed	Recycle Bags Removed	Dog Pot Station Emptied
06/07/20	54	23	1
06/08/20	21	8	3
06/09/20	30	7	2
06/10/20	20	8	3
06/11/20	11	5	4
06/12/20	18	13	3
06/13/20	52	26	3
<b>Week Total</b>	<b>206</b>	<b>90</b>	<b>19</b>

### **Police Department**

- CPD had officers dedicated to the Monon Trail on foot and bicycle patrol

- A burglary was reported in the 400 block of East Carmel Dr.
- Officers investigated a report of intimidation in the 500 block of South Range Line Rd.
- Officers responded to Charing Cross Rd on a battery and unauthorized control of a vehicle
- Graffiti was reported in the 400 block of Industrial Drive
- A fatal accident occurred in the 10700 block of Hazel Dell Pkwy
  - A motorcycle crashed, killing the passenger and injuring the driver
  - The accident is still under investigation.
- Officers arrested a hit and run crash at Pennsylvania St. and City Center Dr.
  - The driver was located and arrested for OWI
- Officers responded to a trespassing complaint on Ethel Ave
  - Investigation is ongoing

### **Street Department**

- Today's duties for the Street Dept. crews are:
  1. Sweeping
  2. Patching
  3. Picking up trash on Keystone
  4. Cleaning Sophia Square
  5. Replacing concrete sidewalk on Kirkendall Ct
  6. Rehab inlets on paving list
  7. Tractor mowing around town
  8. Working on trimming tree work orders
  9. Trash and recycling cans emptied
  10. Watering flowers and adding fertilizer
  11. Working on open streetlight/street sign work orders
  12. Cleaning fountain filters
  13. Daily claims
  14. Zoom meetings with managers as needed
- Yesterday the Street Dept. did:
  1. 36 line locates
  2. 27 phone calls
  3. 2 My Carmel App requests for service
  4. 6 new service requests
  5. 10 service requests closed
  6. 17 new work orders
  7. 44 work orders closed
  8. Processed daily claims to pay vendors

### **Utilities**

- We are still trying to set up the call with Notre Dame
  - They are willing to do the call and will be providing us some dates today

- They forwarded us a link to a webinar about testing wastewater for COVID-19
- Water production was 17.5 million on Saturday and 19.4 million on Sunday
  - We should stay in this range this week and will likely be over 20 million by Friday of this week