

## **DAILY UPDATE – Thursday, April 2, 2020**

### **CITY DEPARTMENT UPDATES**

#### **Brookshire Golf Club**

- Brookshire is continuing to remind of physical distancing verbally through intercom and via golf course rounding.
- Three staff members were tested yesterday at Aria and are awaiting results.
- There will be a blood drive here, in the parking lot, on Tuesday, April 7.

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

- Fielded calls from citizens, businesses, media regarding COVID-19 testing and questions about Executive Orders.
- Shared COVID-19 Testing Press Release
- Local and national staff have coordinated interviews for Mayor with
  - Fox 59
  - Pew Trust
  - Politico
  - Government Executive Magazine
  - Route 50
  - Bloomberg
  - IBJ
  - Indy Star
  - Current in Carmel
- Working with Carmel Clay Schools re: Mental Health in Schools
- Continued work on Carmel Cares initiative: communication with community partners in the initiative, logo finalization more versions of logo with design team and added logo to social media pages, finalized press release.
- Correspondence with DOCS, Clerk and CRC regarding the filming of public meetings during City Hall closure
- Continued planning for Feed the Frontlines: Sue Maki is heading up this initiative and updated staff.
- Worked to update COVID-19 City of Carmel Website FAQ's.
- Updated Open for Takeout Restaurant List for closings and changes in hours of operation.
- Worked to create a virtual movie screening/event for Midtown.
- Continued planning with merchants for April 11 Virtual Meet Me on Main and FB group created for virtual event.
- Budget preparation and invoices on track.
- Other Administrative duties on track.

## **Department of Community Services**

- Today there are 20 inspections on the schedule.
- All inspectors were Covid 19 tested yesterday and are awaiting results.
- For the week, M-W, DOCS has:
- taken in 18 new building permits
- issued 4 commercial building permits
- issued 7 fence permits
- issued 17 residential building permits
- issued 5 sign permits
- performed 61 inspections
- handled 131 phone calls
- conducted plan reviews on 49 projects

## **Engineering**

- Staff performed 13 site inspections for private development projects.
- No new right of way permits fulfilled during the work day but multiple site inspections on existing permits were made.
- Continue to follow up with constituents that have called in over the last several days due to the rain event over the weekend and in a couple cases are working with the Street Department to get some additional exploratory work completed to close the drainage investigation.
- Private Development and building permit reviews are also ongoing with Wednesday being a mostly communication day between staff and the development community.

## **Fire Department**

- CFD run information for Wednesday April 1st.
- Total runs: 13
- Fire calls: 4
- EMS: 9 (2 difficulty breathing and 1 sick person)
- The difficulty breathing and sick person runs totals were average for 4/1/20. We will continue to monitor trends throughout the duration of Covid-19. Our total EMS calls for service have remained consistence over the last three weeks.
- Our total run numbers on 4/1 were lower than the average over the last three weeks. We are averaging 17.5 runs per day (over the last three weeks) and Wednesdays total was 13.
- CFD has a large order of EMS supplies (N95 masks, gowns and face shields) arriving early next week.
- Our firefighters are trying to reuse PPE if possible. We are attempting to conserve supplies without compromising Personal Safety! These totals are not reflective of PPE reused. Only new inventory pulled from stock.

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

- 7 FTE employees are working from home
- 1 Part Time employee is working from their vehicle
- 1 Part Time employee is on COVID-19 leave
- Our GIS group has been working on system maintenance duties and continued work on existing projects.
- Network & Comm's group successfully streamed the BPW meeting and the same solution is being worked on for the CRC Board Meeting, programmed radios, and worked on MDC's.
- ICS Systems group has been continuing with maintenance on back-end systems, continuing to setup new hardware, and working with remote user's issues, continuing work on cloud based services, and added a COVID-19 section to an internal application.

## **Legal Department**

- Staff reviewed Health Savings Account issues, drafted templates, filings, small claims pleadings, amendments to a COVID-19 ordinance.
- Researched several legal issues
- Attended to disciplinary and pension matters
- Reviewed several record requests and record request responses
- Attended virtual BPW meeting
- Reviewed a lease agreement
- Advised the Mayor and Department Directors on legal issues, drafted an executive order and a public announcement and responded to emails, mail, and calls.

## **Human Resources**

- No update

## **Office of the Controller**

- The Controller's Office submitted the Comprehensive Annual Financial Report (CAFR) to the State Board of Accounts on March 31st . As a result, preparation for the remote audit of the City and Redevelopment Authority is underway.

## **Parks Department**

- Parks and greenways remain open, with the exception of playgrounds, restrooms, and the Monon Greenway between Main Street and Gradle Drive.
- 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).
- Rescheduling some of our more popular recreation programs to June to help serve participants once we reopen and recapture lost revenue.
- Continuing to plan virtual programs for #CarmelCares initiative in coordination with City, Carmel Clay Schools, and other entities.
- Property damage due to vandalism discovered at Hazel Landing Park. Two park signs were destroyed. Reported to CPD.
- Work has resumed on installation of athletic rubber flooring in Wilfong Pavilion in Founders Park. This will help reduce sound issues and provide for more flexibility in the type of programs that can be offered in the building.

### **Police Department**

- The Carmel Police Department continues to monitor public areas for groups and gatherings.
- We'd like to remind everyone that the Monon Trail is closed from Main Street to Gradle Drive until further notice. This includes the Midtown area and the Palladium plaza area.
- On behalf of the Carmel Clay Schools, we would like to help spread the word to the community that all CCS facilities are closed to the public. This includes all athletic facilities and fields.
- CPD continues to see anxiety or alcohol fueled disturbances. Please feel free to reach out for help. We are here and can connect you to resources.

### **Street Department**

- The Street Dept. final number of employees off getting tested now is up to 36 from the gas station visit.
- Today the Street Dept. crews are doing the following:
  - Patching
  - Prepping Reflecting Pool
  - Picking up trash around town
  - Cleaning Admin Bldg.
  - Daily Claims
  - Working on open insurance claims to City Property. 1 new claim yesterday.
  - Daily Zoom call with all managers
  - Yesterday the Street Dept. did:
    - 75 Line Locates
    - 26 Phone Calls

- 1 My Carmel apps request for service
- 5 new Service Request
- 2 service request closed
- 7 New Work Orders
- 3 Work Orders Closed
- Closed 3 work orders
- Processed Daily Claims to pay vendors

## **Utilities**

- Utilities remains busy with no unusual problems.
- The work in Home Place is going well, with numerous calls coming in from homeowners wanting to get hooked up.
- We continue to be in the 7 to 7.5 million gallons per day range for water production which is an increase of about 2% over last year.