

DAILY UPDATE – Wednesday, April 1, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Customers continue to be reminded to keep social distance.
- More signs have been placed around the golf course and increased rounds and policing by staff will be implemented today.
- Common areas restricted to no more than 4 people.
- Will continue to monitor whether we allow 2 or 4 players at a time.
- All full time staff members deal with the public, in an extremely restricted way, and will be Covid-19 tested in the next 2 days.

Community Relations and Economic Development

- Worked on COVID testing release and FAQs
- Exploring ways to help small businesses navigate assistance
- Coordinate virtual events – line up and educate Arts District merchants how to get in the virtual Meet Me on Main April 11
- Finalized advertisement for Current for MMoM
- Finalized logo design for #CarmelCares
- Researched and reviewed how to initiate Feed the Frontlines in Carmel – Sue Maki is coordinating for city – getting an update today
- CYAP – calculating needs since fundraising gala cancelled to determine what groups are leaving money with CYAP – creating opportunities for fundraising to ensure summer meal program continues
- RAB book - video meeting with city and American Structurepoint staff
- Working on new video ideas
- Continue to update COVID-19 page with links, information and graphics
- Responded to media requests from FOX
- Working on All Things Carmel switch over

Department of Community Services

- Yesterday we issued 9 building permits, including 3 commercial permits: Braunability R&D building, Franciscan Health parking garage and Java House midtown tenant build out.
- 3 new fence permits issued
- 3 permits for residential construction, including a new swimming pool.
- Today we have 14 inspections on the schedule
- Looking at a demo with IT for "People Speak" a public meeting portal and potential solution to resuming business of the Plan Commission and BZA

Engineering

- On Tuesday, staff performed 18 site inspections for private development projects.
- 6 new right of way permits were issued
- 7 new drainage concerns logged from weekend rains.

- Follow up calls and appointments were set up and completed for the 13 concerns that came in on Monday.
- Comments for one private development were issued along with comments from one PUD.

Fire Department

- Total runs: 30
- Fire calls: 11
- EMS: 19 (4 difficulty breathing and 2 sick person)
- The difficulty breathing and sick person runs have increased slightly and we will continue to monitor trends throughout the duration of Covid-19.
- In the last three weeks, the increase has gone from less than two breathing problems to just over three per day.
- Total EMS calls for service have remained consistent over the last three weeks.
- Our total run numbers on 3/31 were higher than the average over the last three weeks. We are averaging 17.5 runs per day (over the last three weeks) and Tuesdays total was 30.
- CFD has a large order of EMS supplies (N95 masks, gowns and face shields) arriving late this week or early next week.

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
- No reports of sickness at this time
- Our GIS group is working on restaurant map updates, the investigation into NGA data that has become available, and updated subdivisions for PLL.
- Our Network & Comm's group worked on the opening of the EOC, maintenance on City radio equipment, worked on fiber locates, and setup City phones.
- Our Systems group continuing with maintenance on back-end systems, setup of new hardware and working with remote user's issues.
- Prepping for system upgrades and continuing work on cloud based services.

Legal Department

- Staff conducted COVID-19 Leave research
- Reviewed tort claims
- Drafted case handling templates
- Reviewed new record requests, reviewed and signed initial and supplemental record request responses
- Reviewed contracts
- Worked on Council resolution regarding the transfer of property
- Drafted a petition for an alley vacation
- Continued working on re-writing City's purchasing manual
- Revised a research memorandum on car towing
- Drafted a lease agreement, addressed e-mails, court notices, phone calls, and court filings
- Decided upon case settlement terms and provided to outside counsel
- Drafted a COVID-19 ordinance and provided advice to the Mayor and Directors.

Human Resources

- Sent the required FFCRA notice to employees.
- Plan to follow up with details of our leave policy later in the week, once we have final approval. Scheduled to meet today with legal to discuss that process.
- Employees are starting to register for coronavirus testing
- We will be able to review results online to share quickly with directors

Office of the Controller

- The Controller's Office is working with ADP to ensure the new pay codes for Covid-19 are implemented in an accurate and timely manner.

Parks Department

- Parks and greenways remain open, with the exception of playgrounds, restrooms, and the Monon Greenway between Main Street and Gradle Drive.
- 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.
- Park maintenance found closure signs at Midtown Plaza and Monon Greenway folded and placed flat on the ground. Reported to CPD, although it is possible a good Samaritan put them down as a preventative measure due to heavy winds.
- Summer Program Guides posted online with households anticipated to begin receiving this week in mail.
- Start of registration postponed to 5/1 to minimize potential for additional program cancellations and refunds.
- All programs before 5/25 have been canceled, although some of the more popular classes will be rescheduled for June.
- In process of editing online program guide to reflect cancellations and changes.
- CCPR is proceeding with a variety of capital repairs or risk mitigation projects. The following projects have started or are anticipated to start this week:
 - Risk tree mitigation: Central Park East Woods in progress, but need conditions to dry out to continue; Hinshaw Nature Preserve (by Sunrise on the Monon): Expected to begin 4/1
 - Skate park annual maintenance: Expected to begin 4/6

Police Department

- Continue to monitor public areas for groups and gatherings.
- Reminder: Monon Trail is closed from Main Street to Gradle Drive until further notice. This includes the Midtown area and the Palladium plaza area.
- Calls for service are at an expected level.
- We are continuing at full manpower levels, practicing CDC recommendations.
- School Resource Officers are still deployed to patrol duties while schools are not in regular session, keeping staffing above normal.

Street Department

- Because of exposure to COVID-19 at a local gas station, we now have 27 people off getting tested before they can return to work.
- There are 15 people working today.
- Today the Street Dept. crews are doing the following:
 - Patching
 - Sweeping
 - Working on Civic Square Fountain
 - Picking up trash around town
 - Cleaning inlets around town
 - Daily Claims
 - Working on open insurance claims to City Property.
 - Daily Zoom call with all managers
- Yesterday the Street Dept. did:
 - 58 Line Locates
 - 21 Phone Calls
 - 3 My Carmel apps request for service
 - 6 new Service Requests
 - 4 service requests closed
 - 13 New Work Orders
 - 21 Work Orders Closed
 - Processed Daily Claims to pay vendors

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Utilities

- Water demand continues to trend higher; 8 million gallons yesterday.
- There was some new water line flushing that occurred that used approximately 100,000 gallons
- We remain busy with phone calls and new construction.
- Seven new meters were installed yesterday; we have not seen a noticeable drop in construction/home building so far.
- Water line work has started on 106th Street between Washington and Ruckle as part of the overall Home Place Project. There will not be any road closures, but there may be occasional traffic interruptions that will be handled with traffic control signs and flaggers. The work time frame is approximately two weeks.