

DAILY UPDATE – Wednesday, March 25, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Brookshire buildings and services remain closed to the public
- General public may access course for recreational walking and outdoor activities
- All outdoor items removed from course (flag sticks, ball washers and rakes)
- Public restrooms have been locked
- Minimal course maintenance continues with staff times staggered to maintain social
- Increased disinfectant use on common areas and equipment

Carmel Redevelopment Commission

- Staff continues working remotely with project work uninterrupted
- Construction on the Hotel Carmichael, the Playfair, Holland and Kent buildings in City Center, and the Proscenium at Carmel Drive and Range Line Road continues.

Community Relations and Economic Development

- Staff working remotely
- Creating unique event experiences to replace live events
- Continue researching resources and updating COVID-19 website
- Creating new landing page for carmel.in.gov to easily direct residents and businesses to the resources they need
- Connecting with resources in Arts District to share live art and craft demonstrations on social
- Continue planning phase of Music and Film Festival
- Ensuring food pantries have resources they need – both funds and volunteers

Department of Community Services

- Majority of staff is working remotely with small crew in office maintaining social distancing
- Inspections continue for plan review, new construction, signs and new development projects in the field with staff maintaining social distancing
- New and existing projects are being discussed
- Discussing options for future Plan Commission meetings

- New Permits continue to come in for signs, buildings, fences, remodels and demolitions

Engineering

- Department members who can are working remotely.
- Staff was on site at 12 different private development projects on Tuesday monitoring work and practicing safe social distancing
- Made two drainage concern site visits
- Plan Review comments were sent out for the Firehouse Townhomes project for the construction plans and the plat
- 10 plot plans for building permits were reviewed
- Eight new right of way permits were issued

Fire Department

- Continue with runs using PPE devices and continue to purchase when available
- Working with nursing facilities and others to implement new evaluation protocols regarding COVID-19
- Community outreach activities posted to keep community positive and engaged

Human Relations

- Staff meetings are being held via teleconferencing
- Phone lines transferring to remote staff locations
- Working remotely and continuing to serve city employees and external customers seamlessly
- Minimal staff visits to office to complete tasks for claims and employees that cannot be done remotely – while practicing social distancing in the office
- Continue to adapt policies and procedures to accommodate the changes in workforce requirements and expectations

Information & Technology (ICS)

- ICS GIS made a map of the restaurants that are open for Carry Out and/or Delivery – link added to COVID-19 webpages on carmel.in.gov
- Accelerated deployment of Microsoft Teams to all various city departments to allow teleconference for distance communication
- Accelerated full deployment of ProjectDox and Cityworks to engineering areas that did not yet have the capability – allowed work with external contractors and vendors to continue with those working remotely
- Half of the ICS department is working remotely

Legal Department

- Department continues to review previously submitted record requests
- Reviewed and signed supplemental and initial record request responses
- Reviewed and approved several contracts
- Worked with other directors on various agreements/resolutions
- Conducted research and worked with HR on COVID-19 policies

Office of the Controller

- Processing claims and printing claim checks for Council approval
- Continue to accept deposits from all City Departments

Parks Department

- All playgrounds have been closed since 3/18/2020 - mandated to remain closed through at least 11:59 pm on 4/6/2020 according to Governor's Exec. Order
- Added closure signage to playgrounds and in process of installing fencing or barricades to deter use during warmer weather - Carmel Police will assist with added patrols.
- All public restrooms in the parks or trailheads closed until further notice
- Dog park and skate park in Central Park are also closed
- All of public facilities, including the Monon Community Center, Administrative Offices, Jill Perelman Pavilion, and Wilfong Pavilion are closed until further notice
- All programs, including the before and after-school program, school's out spring break camp, recreation programs, fitness classes, and learn to swim programs are canceled until at least 5/1/2020
- CCPR is transitioning to virtual programming on Facebook and Instagram to stay in contact with the community, such as:
 - Live streaming workouts every couple days
 - 30-minute workout videos
 - Nature education, including Wildflower Bingo scheduled for 3/28
 - Activities for kiddos from our ESE team

Police Department

- Running at full strength
- School Resource Officers reallocated to patrol functions while school is out
- Officers have been issued and trained in the use of personal protective equipment (PPE)
- CPD is providing extra patrols in business districts and neighborhoods in an effort to curb potential criminal activity

- Reports of crime are generally down, but mental/emotional calls are rising
- Anyone experiencing a mental crisis is encouraged to call 911 for help - CPD has trained officers who are here to help
- Slight rise in thefts from vehicles - please remember to take valuables with you or place valuables in the trunk and/or out of view

Street Department

- Divided staff into two shifts - one always on duty and the other shift on-call for
- Office staff are all working remotely with the main phone line forwarded to their work cell phones
- Since last Monday there have been:
 - 519 line locates
 - 116 phone calls
 - 8 "My Carmel" app requests
 - 3 new "damage to City Property" claims opened
 - 5 service requests were generated
 - 6 were closed with
 - 8 new work orders being generated
 - 33 work orders closed
- Invoices are being processed daily now to keep current with our vendors
- Continue to check and empty the 80 trash cans as needed
- Fountains are being prepped to open as well as the many irrigation service points
- Sweeper truck out and patch truck today and a crew digging up one of two subsurface pipes
- Several sections of curb that have been removed from previous storm pipe repairs which are being formed today for the concrete
- Sign and light crews are out today
- We are also picking up dead animals as they are seen or reported
- Emergency issues will always be handled as they are reported
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Utilities

- Water and sanitary sewer system
 - Water production was up about 1% from where we were at on the same date last year
 - Maintain both systems - avoiding working in groups of no more than 2 employees at a given time
- Trash Service through Republic

- Essential service - committed to providing that service while adhering to the policies they have implemented for COVID-19.
- Trash loading has increased due to so many people being at home
- Requested suspension of large/bulk item pick up until April 10th