

DAILY UPDATE – Friday, March 27, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- Golf Course will reopen on Monday, March 30 with strict new mandated practices.
- The golf course will follow all CDC recommendations and best management practices laid out by the PGA of America.
- Social distancing will be required, with no congregations in the parking lot or on the course.
- Tee times and payment must be made online, no walk-in golfers will be allowed.
- The following is a list of local procedures that courses in the City have agreed to and Brookshire is currently following:
 - Golf Shop and Clubhouse and all restrooms will be closed.
 - Window take out service only
 - Walking only. No course-maintained riding carts or push carts (unless it's a golfer with a personal riding cart or someone who brings their own push cart)
 - No rakes in the bunkers
 - Driving Range is closed
 - On course restrooms closed
 - No tee markers
 - No on course water coolers
 - No ball washers or covered ball washers if they can't easily be removed
 - No flags
 - Staff does not touch or help with golf bags
 - Holes filled so that golfers don't reach in to get balls.

Carmel Redevelopment Commission

- Staff continues working remotely with project work uninterrupted
- Construction continues on the Hotel Carmichael, Playfair-Holland and Kent buildings in City Center; the Proscenium at Carmel Drive and Range Line Road; the Franciscan Orthopedic Center of Excellence and the Zotec Corporate Headquarters along Illinois Street.
- Staff is working on several big projects that it hopes to bring to City Council for approval in the near future.

Community Relations and Economic Development

- Staff continues to work remotely

- Added Next Door Agency app for mobile – blue
- Releases completed - 1. Monon Sections and Midtown Closed 2. Golf Courses, basketball, tennis courts, outdoor dining areas closed
- Releases scheduled -1. #CarmelCares rollout 2. Golf Courses to Reopen Under Strict Guidelines
- Video message from mayor
- Fine-tuned standard operating procedures for News Release and Video posting and sharing
- Worked on Instagram video sharing issues
- Scheduled Zoom meeting with CCS rep, Karen McDaniel to discuss #CarmelCares coordination
- Continued researching best video conferencing program for CMYC applicants' interviews
- Website - continued researching items to include and additional buttons for more direct access to content - will be adding a link to Arts & Entertainment; updated with new video message from mayor

Department of Community Services

- DOCS is active with plan reviews, calls, emails, and inspections.
- The mobile capability of City Works, ProjectDox and updated Outlook/Windows is working well for staff working from home or from their City Vehicle.
- Staff is keeping up with phone calls and emails into the Department, as well as permit applications, inspections and plan reviews. On Thursday:
- 54 phone calls
- 17 plan reviews including re reviews
- 8 inspections scheduled; 6 inspections performed
- 2 fence permit applications received
- 4 new permits taken into ProjectDox
- Finalizing public meeting format, working with John Molitor, Indiana Public Access Counselor, Clerk's office, IT and Communications.
- Communicating with Plan Commission and BZA members about mobile capability, to check on them and update them on the goings on, and discuss future scheduling options.
- Web meeting with IT/Comm today in the PM to dry run audio/web conference from the council chamber.

Engineering

- Staff remains healthy and working remotely.
- On Thursday we provided 12 on-site inspections
- Handled 2 drainage complaints
- 4 new right of way permits
- Issued 1 new storm water permit.

- We continue with our project review and planning for upcoming construction projects.
- Half of the staff also participated in a video call demonstration to stream line the review and permitting process of upcoming small cell and possible 5G rollouts.
- We received a note of praise from callers happy that someone answered the phone; residents have been understanding about staff working remotely and having to use email or get a call back.

Fire Department

- Total fire runs: 22
- Fire calls: 14
- EMS: 8
- Our run numbers on 3/26 continue to be slightly lower than the average over the last two weeks.
- PPE used in last 24 hours:
 - N95 masks 15
 - Gowns 8
 - Gloves 54
 - Surgical masks 4
- Exploring a long term solution for EMS PPE that will help maintain and extend our current supply of PPE for our community. More to come.

Information & Technology (ICS)

- The ICS Dep't has 14 FTE and 2 Part Time employees.
- 7 FTE employees are working from home
- 1 Part Time employee is working from their vehicle
- Staff is processing additional Microsoft licensing for add-on features in Teams
- Working on the new Insurance Enrollment app
- Continuing to setup new and re-used hardware for remote staff
- Testing setup and auto-deployment of mini computers and database maintenance.
- Staff is working on remote connectivity for Public Safety
- Researching options related to remote work and the City's phone system
- Working on Teams collaboration configurations.
- Working on adding features to the Restaurant Dashboard, trail updates, water meter updates, GIS testing sites, and collaboration with Parks.

Legal Department

- Worked on AT&T/Spectrum matters
- Drafted a license for the Brookshire cell tower
- Drafted an estate claim

- Worked on OV and other court cases
- Reviewed many record requests
- Reviewed and signed supplemental and initial record request responses
- Worked with two department heads to revise a BPW Resolution for the Proscenium PRIF credit agreements
- Drafted a contract amendment for CRED
- Discussed sewer and water line easement forms
- Advised HR on paid leave requirements under FFCRA
- Drafted executive orders, council resolution
- Advised the Mayor and Department Directors
- Answered phone calls and e-mails and reviewed Court notices and filings

Office of the Controller

- Controller's Office is working to ensure that all City fiscal business is proceeding in an accurate and timely manner. This includes, but is not limited to: capital leases, bonds and investments.

Parks Department

- Parks and greenways remain open, with the exception of playgrounds, restrooms, and the Monon Greenway between Main Street and Gradle Drive
- Using social media to encourage residents to use common sense, avoid crowded areas, maintain social distancing, and explore other parks and trails within Carmel.
- 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.
- Construction fencing at the playground in Inlow Park was vandalized overnight. (Parks and Natural Resources was assessing extent of damage and making repairs this morning.)
- Extended School Enrichment and Marketing prepared a collection of video messages of encouragement from staff to send to all ESE families and to let them know we care about them during this stressful period.
- With Carmel Clay Schools announcing the likely end of the school year before Memorial Day, staff are making preparations to add an extra week of summer camps beginning the week of Memorial Day to assist families with summer child care and generate up to an extra \$138,000 in camp revenue. This will also allow us to have a full week of operations at The Waterpark the week of Memorial Day. (We typically are closed during weekday while CCS classes are in session due to low attendance, so this will help us potentially gain an extra 4 days of revenue.)
- Participating on a videoconference with Carmel Clay Schools, City of Carmel, and other entities on creating a community-wide initiative to provide programming

opportunities for our residents. This builds on existing efforts by CCPR to provide online programming opportunities through Facebook and Instagram.

Police Department

- Police Department continues to monitor public areas for groups and gatherings.
- Reminder: Monon Greenway is closed from Main Street to Gradle Drive until further notice. This includes the Midtown area and the Palladium plaza area.
- We will be pushing out social media messages today with tips on how to survive being “stuck in the house” as a family. Go to our Facebook Page for more.

Street Department

- Today work crews are doing the following:
- Patching with cold mix
- Sweeping
- Prepping Fountains and irrigations
- Fertilizing new flowers
- Street Sign and Light repairs
- Going around town and clearing the tops of storm grates
- Daily Claims
- Working on open insurance claims to City Property
- Daily Zoom call with all managers
- On Thursday, the Department did the following:
- 56 Line Locates
- 23 Phone Calls
- 3 My Carmel app service request
- 5 new Service Request
- Closed 3 Service Request
- 6 New Work Orders
- Closed 0 work orders
- Processed Daily Claims to pay vendors

Utilities

- For the week so far we have performed more than 200 line locates
- Installed 12 new water meters.
- Construction continues to be steady, and it is typically what we see at this time of the year.
- No new cases of illnesses reported with Utility employees.