

DAILY UPDATE – Tuesday, March 31, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- General property maintenance continues on the golf course. Grass is growing and mowers are out trying to keep up.
- Annual practices such as crabgrass prevention continue as we prepare the property to be open as soon as possible.
- Growth regulators have also been applied to turf areas to assist in mowing practices with a minimal crew.
- Brookshire hired new Golf Professional Brad Bastin this season and staff is developing and introductory presentation.
- Golf professionals are also working on some tips and lesson videos that can be put out online and through our database.
- Outside food and beverage contractor has begun ordering to supply carry out for golfers and the local community.

Community Relations and Economic Development

- Worked with Wilkinson Brothers on creation of logo for Carmel Cares initiative / discussed upcoming launch and plans with other organizations
- Reviewed logo and revisions for Music and Film Festival
- Confirmed more participation in virtual Meet Me on Main
- Staff continues initial interviews with Purple Ink for our department analysis
- Reviewed new Midtown video under production with OMNI
- Continue to provide updates to COVID-19 webpage as well as posting and sharing on social media
- Conference call with members of Community Data Platform to discuss grant
- Assisted with coordination of ATI live show for 4-3-2020
- Additional administrative and project-based tasks are on track

Department of Community Services

- This week there have been 2 sign permits issued and 5 building permits issued. Of those, 4 permits were for residential work, 1 for commercial work.
- Code enforcement staff has been working with two full-time inspectors in the field, and two inspectors rotating between office and field
- Enforcement phone line is covered at all times during normal working hours.
- 6 new violation notices were sent out over the past week
- Re-inspections have been steady, with good compliance for existing cases

- Inspectors are giving additional focus on roads less traveled, observing with a more proactive approach
- Two unsafe/vacant parcels checked, one with Duke Energy, due to downed power line
- Fence permits and fence final inspection calls are steady, 5 new fence permits issued over the past week
- Forestry office has been operating remotely, with two staff primarily in the field
- They have contracted the spring planting of 250 trees; to date, one-third of those are now planted
- Forestry staff has been hand-pruning street trees, averaging approximately 100 trees each day
- Forestry is inspecting contractor work for mulching, currently along Range Line Road and Hazel Dell Parkway

Engineering

- Monday saw an uptick in work activity for the Engineering Department.
- 21 inspections performed within the right of way
- 5 new right of way permits issued
- From rain events over the weekend, we received 13 drainage complaints, most from locations of which we were already aware.
- Plan reviews: We completed review of one new project, 5 individual building permits and began review of another private development project.

Fire Department

- We have opened our Emergency Operations Center as of 03/31/20.
- The EOC is open at level 3 operations, staffed Monday - Friday from 8 am to 4:30 pm.
- Total runs: 19
- Fire calls: 10
- EMS: 9 (2 difficulty breathing and 1 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. Our total EMS calls for service have remained very consistence over the last three weeks.
- Our total run numbers on 3/30 were slightly higher than the average over the last three weeks. We are averaging 17.5 runs per day (over the last three weeks) and Monday's total was 19.
- PPE used in last 24 hours:
 - N95 masks 33
 - N95 (REUSED) 04
 - Gowns 18

- Gloves 76
- Face shields 0

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
- Working on restaurant map updates, the investigation into NGA data that has become available, and the Urban Trail web map.
- Worked on the Knoxbox and Med Vault for the new fire engine going into service
- Performed maintenance on City radio equipment
- Worked on fiber locates
- Set up City phones for 3 departmental call takers
- Continuing with maintenance on back-end systems, continuing to setup new hardware, and working with remote user's issues
- Prepping for system upgrades and continuing work on cloud-based services.

Legal Department

- Researched and discussed COVID-19 Leave with HR and City Directors
- Performed research and drafted research memo on vehicle towing issues from private property and City Court jurisdiction
- Reviewed record requests and performed other legal reviews
- Drafted and reviewed contracts
- Reviewed sewer and water line easement forms
- Worked on re-write to purchasing manual
- Responded to emails and calls; provided legal advice to Mayor

Human Resources

- Carmel is prepared to comply with the First Families Coronavirus Response Act (FFCRA), which is effective tomorrow, April 1. The Act requires government employers to provide certain COVID-19 related leave to its employees. Information will be sent to all affected employees today.

Office of the Controller

- Controller's Office has added a new general ledger account for tracking the City's Covid-19 expenses.

Parks Department

- Parks and greenways remain open, with the exception of playgrounds, restrooms, and the Monon Greenway between Main Street and Gradle Drive.
- Monon traffic counts continue to be monitored.
- 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.
- Removed basketball rims at Carey Grove Park and Meadowlark Park to discourage use. (These are the only CCPR parks with outdoor basketball courts.)
- Completed repainting of aquatic hallway and locker rooms in the Monon Community Center.
- Continuing to coordinate with City, Carmel Clay Schools, and other entities on #CarmelCares initiative.

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.

Street Department

- Today's list of actions includes:
 - Patching with cold mix
 - Sweeping
 - Prepping Civic Square Fountain
 - Trimming Trees around signs on Keystone
 - Street Sign and Light repairs on Keystone
 - New Plantings on River Road
 - Picking up trash around town
 - Working on landscape at Springmill and Dorset
 - 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:
 - 67 Line Locates
 - 21 Phone Calls
 - 12 My Carmel apps request for service

- 16 new Service Requests
- 10 service requests closed
- 30 New Work Orders
- 32 Work Orders Closed
- Processed Daily Claims to pay vendors

Utilities

- Water line contract work continues in Home Place and with the 36" water main. The bore underneath US 31 for the 36" water main has started. Overall things are going well with both of these projects.
- Several homeowners in Home Place have called and are excited about getting water to their homes.
- Water production was 7.16 million gallons yesterday. This total was a million gallons more than on the same date last year. The difference is that spring break had started last year and we always see a noticeable drop off. This is further evidence that people are staying home.
- We are working on a revised schedule to begin doing our yearly fire hydrant maintenance and sewer line maintenance starting next week. We will be going to staggered shifts for field workers that will maximize separation, yet allow us to get our work done.
- No new cases of illness reported as of this morning. Please let me know if there are questions.