

DAILY UPDATE – Thursday, May 7, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- With staffing ramping up, the golf course is opening the driving range today. All practice areas are now open for public use.
- Staff will be cleaning the range balls with soap and bleach.
- All range buckets will be sanitized between use and distributed by a staff member.
- As of today, the pro shop will stay closed until at least May 18. Upcoming weather and the ability to help customers outside of the building played a part in the decision.
- Health and safety of customers and employees is of the utmost importance. Clubhouse and restrooms will be open starting May 11 while following state guidelines and building specific protocols.

Community Relations and Economic Development

- Media Inquiries:
 - WTHR
 - IndyStar
 - Current
- Releases:
 - Issued News Release on Summer Repaving
 - Assisted with release re: CFD parade at Carmel Health and Living
- Feed the Frontlines:
 - Continue efforts as normal
 - Restaurants scheduled through May 13th
 - Began distributing complementary cookies to frontline workers
- General COVID:
 - Listened in on AIM call regarding COVID relief and programs for cities.
 - Worked on plan to create more accessibility to watch government meetings through YouTube and Facebook live
 - Planned Wearing is Caring contest
 - Hamilton County PR Virtual Meeting
- All Things Carmel:
 - Virtual meeting with accounting firm
 - Prepped store to open 5-7-2020, including set up of plexiglass shield at counter.

- CMYC:
 - CMYC President voting took place
- Advertising:
 - Finalized Current ad and interior pages for 5-12 issue
 - Salesforce Marketing & Social Studio self-training on Trailhead (on-going)
- Carmel Cares:
 - #CarmelCares Group Members: 2,489. Carmel Cares FB Page Followers: 1,810. Likes (both pages: 1601)
 - Posting and monitoring of Facebook pages (daily)
- Events:
 - Internal discussion regarding registration payment for Mooncake Festival 5k
 - Virtual Meet Me on Main FB Event
- General:
 - Planned social media and e-newsletter content for Hotel.
 - Continued the discussion for event adjustments going forward
 - E-mail correspondence – invoices, ad reservation confirmation, reminders for upcoming ad deadlines
- Nextdoor, Facebook page monitoring (daily)
- Compiled City wide Daily Reports (daily)
- Website Updates (daily)
- Adding news links as we get them (daily)
- Put out short update on Hotel (photos of progress) on FB page

Department of Community Services

- DOCS inspectors have 26 building inspections on their plate today; 2 commercial and 24 residential.
- Mid-week permit activity 5/4-5/6:
 - 21 building permits issued
 - 16 residential
 - 4 commercial
 - 1 temporary use – firework sales
 - 2 Fence permits
 - 1 sign permit
 - 52 building inspections completed
- Tonight the Plan Commission Commercial Committee meets to discuss:
 - Jackson's Grant Village rezone
 - Extra Space Storage
 - Medical Office north of Ritz Charles

Engineering

- The Engineering Department performed 18 private development inspections and responded to one new service request.
- 7 new right of way permits were issued and 46 inspections were performed on older right of way permits.
- Final surface paving began on Guilford Road and will continue for the remainder of the week.
- Work is progressing at the Range Line Road and Carmel Drive intersection as crews prepare to pour concrete for the raised crosswalk installation.

Fire Department

- No report today

Information & Technology (ICS)

- The GIS group has been working on imagery caches, trail updates, forms, system's work, and continued work on existing projects.
- The Network & Comm's group has been working on City fiber project, fiber project in downtown, , tower building project, network configurations, fiber locates, and continued work on existing projects.
- The Systems group has been working on digital signatures, new ticketing system, continued work on debugging insurance app', continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Reviewed record requests, reviewed and signed record request responses
- Attended virtual BPW meeting
- Finished drafting a temporary easement agreement, drafted a lease termination letter, addressed mediation and subpoena issues
- Addressed small claims case matters, drafted discovery responses
- Advised Mayor/Department Directors, and responded to emails and calls.

Human Resources

- The City has begun a COVID-19 contact notification system, to provide notice and offer resources to individuals who have come into contact with an infected City employee. The notifications, which are being made by EMS officers in the Carmel Fire Department, are initiated when a City employee tests positive for the coronavirus.

- Staff met this morning and we talked a lot about safety measures in City Hall. I was happy to be able to tell them that some things (automatic door and sinks) are already in place.
- HR has been working with ICS for more than a year now to develop a new health insurance open enrollment system. We are close to finalizing.

Office of the Controller

- The Controller's Office is participating in planning meetings regarding the re-opening of the City offices.

Parks Department

- Released today a plan for reopening parks.
- Monon Community Center
 - The Monon Community Center will reopen on May 24 or when Hamilton County enters Stage 3 of the state's reopening plan, whichever is later.
 - Initially, the facility will only be open by reservation for existing paid members age 15 and above.
 - No new memberships or day passes will be sold until after July 4.
 - Fitness equipment has been spread throughout the west building, including on the indoor track, and a limited schedule of group fitness classes will be offered in the gymnasium, all to promote physical distancing between visitors.
- With the Governor encouraging seniors to stay safely at home, SilverSneakers® fitness classes will continue to be available online for members and the general public to enjoy.
- Parks, Playgrounds, Splash Pads + Restrooms
 - Playgrounds, splash pads, and restrooms will open on May 24 in all CCPR parks and along the Monon Greenway, consistent with the state's guidelines.
 - The skate park and membership-based dog park, both located in Central Park, will also reopen on this date.
 - CCPR will work closely with the City of Carmel to determine the appropriate time to reopen Midtown Plaza and the Monon Greenway between Main Street and Gradle Drive, although this is not anticipated to occur before Memorial Day.
- Summer Camps
 - CCPR remains hopeful that we will be able to provide summer camps beginning on June 1, pending guidance from the CDC as required by the Back on Track Indiana plan.
 - With many CCPR camps housed in school buildings, which the state has mandated remain closed until at least June 30, it is likely that camp capacity will be significantly reduced. CDC guidance for camps will

ultimately determine when and how many children and families we will be able to serve this summer.

- Waterpark
 - The Waterpark is expected to open on June 14 at no greater than 50 percent capacity, as required under the state's reopening plan.
 - Lounge chairs will not be provided by CCPR this summer, but visitors are welcome to bring their own folding chairs.
 - Visitors are encouraged to bring credit cards to minimize the use of cash.

Police Department

- CPD conducted 188 school, park, business checks and had officers dedicated to Monon bicycle patrol.
- Officers did not respond to any complaints of social distancing or crowds gathering.

Street Department

- Today's duties:
 - Patching
 - Sweeping
 - Water sod and flowers
 - Working on Pavers
 - Work on railing on main street
 - Cleaning sidewalks in the AD & D
 - Inspector with contracted milling
 - Clean filters on fountains
- Daily Claims
- Daily Zoom call with all managers
- Yesterday the Street Dept. did:
 - 58 Line Locates
 - 25 Phone Calls
 - 4 new Service Request
 - 4 service requests closed
 - 7 New Work Orders
 - 1 Work Order closed
- Processed Daily Claims to pay vendors

Utilities

- Our first sample at the Wastewater Plant for Covid-19 has been sent off to Biobot. They will have it tomorrow morning and we should have the sample

results and report back mid next week. Our second sample will be sent next Tuesday.

- The Wastewater Plant Expansion is going well. I have attached a picture showing the early stages of the new final clarifier that will have a 500,000 gallon capacity.
- Daily work activities remain busy, and everyone is healthy at this time.