

DAILY UPDATE – Tuesday, April 14, 2020

CITY DEPARTMENT UPDATES

Brookshire Golf Club

- No update today.

Community Relations and Economic Development

- MEDIA RELEASES: Drafted and issued release re: Mayor strongly urging public and all front-line workers to wear face coverings and be tested
- Drafted release re: Boldens assisting with sanitization at CFD, CPD and Street dept.
- Drafted Holocaust Ceremony Media Advisory
- Started work on release for blood plasma sharing of CFD FF Kevin Young for COVID -19 critically ill.
- FEED THE FRONTLINES - New restaurants, \$8,000 raised above city and township donations. - worked on responses to WIBC
- READ TO FEED - currently waiting for One Cause direction for funding links
- Regular contracts/claims and admin duties
- Trying to finalize all things Carmel transition – still waiting for 4-cdc approvals of assignment and lease
- Working with Jeff Worrell and Sue Maki on virtual CNAN and CSBN mtgs.
- Edited Mayor's Holocaust speech
- Compiled City wide Daily Reports
- Continued updating COVID pages on website

Department of Community Services

- Today there are 14 building inspections on the schedule.
- At Monday night's BZA Meeting, there were a total of 9 Variances approved by the Hearing Officer.
- The full BZA approved a new sign for the Ritz Charles.
- There were 17 new Code Enforcement Cases last week.
- Code inspectors performed 32 re-inspections, and closed 10 cases for compliance.
- A number of code staff and inspection staff have been alternating days of PTO, especially last week with kids on break from E-learning.

Engineering

- Monday saw the Engineering Department remain steady with a total of 23 on-site inspections taking place, spaced amongst general private development inspections, storm water inspections, BMP inspections and performance bond inspections.
- We also saw eight new engineering service request come into the office, six of which were drainage concerns that staff will be working on.
- Private Development reviews remain steady as we prep for the TAC meeting this week. All projects that submitted in time will have comments at TAC and we are working to get comments to some of the late submissions as well.

Fire Department

- CFD runs:
- Total runs: 13
- Fire calls: 3
- EMS: 10 (2 difficulty breathing, 0 sick person)
- Our firefighters are reusing PPE if possible. The goal is to conserve supplies without compromising Personal Safety!
- Note: These numbers will NOT correlate directly to the number of CFD medical responses. CFD has a large order of EMS supplies (N95 masks, gowns and face shields) we are expecting the week of 4/13. We are continuing to stay on top of the vendor for updates on these shipments. Currently, (some of) our supplies are moving in transport to the US.

Information & Technology (ICS)

- No reports of sickness at this time
- Our GIS group has been working on restaurant updates, trail updates, web app' training, addressing updates, and continued work on existing projects.
- ICS Network & Comm's group has been working on bulk email delivery system, visual check of 14 tornado sirens, public safety communications, public meetings integration with Council system, and continued work on existing projects.
- ICS Systems group has been working on digital signatures project, ticketing system, continued work on insurance app', continuing to setup new hardware, working with user's issues, and continued work on existing projects.

Legal Department

- Yesterday, my Department addressed several telecommunications issues, reviewed several public record requests, reviewed and signed record request responses, researched issues for CFD, CPD, and Council
- We also reviewed contracts addressed 5G and environmental issues, advised Mayor and Directors, and handled emails/calls.

Human Resources

- I just had a Zoom meeting with my staff. They are all healthy, and I'm pleased at how they're taking the initiative, finding creative ways to carry out their responsibilities remotely and working on projects together. As many others have noted, this is going to change the way we look at work going forward.
- We had two new employees start yesterday, one in Engineering and one in Utilities.
- We've had no new positive tests (employee or family) since last Thursday.

Office of the Controller

- The Controller's Office is processing the monthly bond disbursements.

Parks Department

- No update

Police Department

- Officers completed one immediate detention related to mental or emotional health situations.
- CPD received one call regarding a complaint related to physical distancing. No citations were issued or arrests made.
- Officers continued to patrol the Monon Greenway.
- Officers conducted more than 250 directed patrols and security checks.

Street Department

- The Street Dept. has new hours for now which are Monday-Saturday 7 a.m. – 7:30 p.m.
- Today the Street Dept. crews are doing the following:
 - Patching
 - Starting to fill the reflecting pool
 - Working on Signs and Street Light work orders

- City Center/3rd Ave plantings
- Dig up and repair storm pipe issues
- Trash and debris pick up around downtown
- Water all new installed sod
- Water flowers
- Daily Claims
- Daily Zoom call with all managers
- Yesterday the Street Dept. did:
 - 56 Line Locates
 - 13 Phone Calls
 - 1 My Carmel App request
 - 8 new Service Request
 - 6 service request closed
 - 15 New Work Orders
 - 4 Work Orders closed
- Processed Daily Claims to pay vendors

Utilities

- No update