

Administration Report
June 2018

To: Mayor and Council
Department Heads
From: Sherry Hoffman
Date: July 3, 2018

ADMINISTRATION COMMITTEE REPORT

Please find listed below a brief review of activities that have taken place during the last month along with upcoming items for the current month. As always, please feel free to contact me with any questions.

Important Reminders/News

The city government offices will be closed on July 4, 2018.
Waste collection will not occur on July 4th, but will resume on July 5th with a one day delay for the remaining routes. Friday collection will occur on Saturday.
Dixie Farmers' Market is open every Thursday from 2-6 p.m. at Erlanger Baptist Church.

City Legislation

The Fire/EMS Department's ladder truck was declared surplus to be sold by electronic auction in December 2017. The truck was placed up for auction on govdeals.com. The reserve auction amount that the City chose was not offered and the auction was closed. The City of Albany's ladder truck is no longer in service and they would like to purchase the City's ladder truck. In order to do this, we need to declare this vehicle surplus to be sold for compensation to another governmental agency. This municipal order will be read during the July 3rd Council Meeting.

State Legislation/News

KLC met to organize their 2019 legislative agenda. This agenda continues to include CERS separation. More information on their agenda will be coming in the months ahead.

Citizen Waste Collection Concerns for June 2018

Location	Date	Concern	Resolved
3305 Thomas street	6/1/18	Trash is not being fully collected at this address. He did say that there was a couple brown trash cans aside from the recent tote that they provided and it is those cans that are not being collected. He has tried calling customer service.	Closed. Jeremy said he will look into it and that he had it loaded with busted concrete that made the can too heavy to service. 6/1
210 Bartlett Ave.	6/1/18	Trash was not picked up. Tends to be a problem almost every holiday (she is aware that it runs a day off).	Closed. Keith called to check in and said that it will be picked up today. 6/1
202 Stevenson	6/6/18	Trash not picked up in months.	Closed.
424 Sunset	6/8/18	Couch was wrapped up & not collected. Took four attempts to reach customer service. She was told it would be picked up yesterday but wasn't.	Closed. Jeremy emailed back and said that the couch was not wrapped up all the way and that he would give them a call. 6/8
3420 Cherry	6/12/18	Tote was taken on June 2nd & has not received a new one yet. He has spoken with Republic Services.	Closed. I got a check in call & was told it would be looked into. Jeremy replied that he will have the cart delivered and

			he will be speaking with Marvin again soon. 6/12
Kuer Ct.	6/12/18	Glass in the road from recycling truck.	Closed.
202 Stevenson	6/13/18	Trash was not picked up again.	Closed. Trash will be picked up today. 6/13
20 Locust	6/22/18	Neighbor said that the garbage isn't get picked up and didn't know if they are not paying on the account.	Jeremy emailed back that there's no good reason for it not getting picked up He will make sure it does get collected today and ask the driver about it. 6/22. Verified by Jason (RS) this stopped was collected on 6/22.sc
804 Walnut Way	6/25/18	Colleen advised her stop was missed last Wednesday and her trash is still sitting out for pick up. She contacted customer service last Wednesday and was told it would be picked up Friday, but that did not happen.	6/25 - Jeremy spoke with Ms. Corbin and credited her account. He advised the driver is new and has issues getting turned around and with low hanging branches on the street. I sent an email to PW regarding the

			low branches.sc
453 McAlphin	6/26/18	Billing issues that can't seem to get resolved with customer service. He purchased the home, paid off old account and made a new account with his information. Now he receiving two bills at a time and has been charged for the tote that he requested.	Closed. Sent information to someone in billing to contact him.
4020 Deerchase	6/26/18	Trash was missed. Called customer service and they told her it would be collected Wednesday. She also stated that the customer service was poor.	Closed. Picked up trash. Resident did not have account set up.
109 Timberlake	6/27/18	Set out tote, bag and cardboard box. They did not collect the bag or box. It was tagged that it needs to be in a sealed container and the box needs to be recycled.	Closed. Jeremy Marsh is having it picked up.
3253 Teakwood Ct	6/27/18	Needing two totes. They have collected the old ones and never dropped off replacements. When they call they are told that they need to pay for it and they are on a list.	Closed. One tote was dropped off and Jeremy is checking on the other and he knows they are expecting a shipment of carts to come in.
3604 Concord	6/28/18	Has been waiting on a new tote for the past three weeks.	
22 Erlanger Rd	6/29/18	Trash not collected	Reported to Republic Services

Depot Shelter Reservations

Month	Number of Reservations
June	Seven
July	Six

Field Reservations

Field Reserved	Organization	Dates
Silverlake Park Soccer Field #1	Erlanger/Elsmere Soccer NKY Fusion FC Silverlake Rec Center	August 1 - October 28 (fall)
Silverlake Park Soccer Field #2	Erlanger/Elsmere Soccer NKY Fusion FC Silverlake Rec Center	August 1 - October 28 (fall)
Spring Valley Park Soccer Field	Erlanger/Elsmere Soccer NKY Fusion FC	August 1 - October 28 (fall)

ABC Liquor Licenses

Month	Type Issued

Property Taxes

Total Collected this	Total Collected Tax Year	Total Still Owed for Tax

Month	2017	Year 2017

Public Service / Bank Franchise Taxes

Total Collected this Month	Total Collected in FY18

Insurance Premiums

Total Collected this Month	Total Collected in FY18

Passports

Total Processed this Month	Total Amount Collected this Month	Total Processed in FY18	Total Amount Collected in FY18

Code Enforcement Citations

Total Collected this Month	Total Collected FY 18

Museum Report

Total Visitors this Month	Total Visitors 2018

Past Events

Date	Event	Attendees	Cost	Description
6/5/2018-	Depot Days!	260-6/5, 185 -6/7, 286		This program was a partnership with the library and included different themed

6/28/2018	at Depot Park Tuesdays and Thursdays 10:30 a.m. - 12 p.m.	-6/12, 80-6/14, 115-6/19, 50-6/21, 110-6/26		programs every Tuesday and Thursday. The activities were educational, hands on and interactive. The Erlanger/Elsmere schools provided free lunches and the museum was open afterward.
6/7/2018	Touch A Truck at Lloyd 6-8 p.m.	500	\$437 (.87 pp)	Public Works, Fire, Police, Art's Rental, and Airport Towing displayed their vehicles and equipment for everyone to view. Aircare also participated, as well as the library. The Erlanger/Elsmere schools provided free dinner to children 18 and under. The City provided a DJ, free face painting and giveaways.
6/23/2018	Black Panther Movie at Depot Park 9 p.m.	60	\$971.68 (\$16.19 pp)	The movie Black Panther was shown at dark. Pre-movie large lawn games included Kerplunk, Connect Four, checkers, Jenga, dominos and tic-tac-toe. The city provided free popcorn and punch. The weather had been rainy earlier in the day and MQH festival made have caused a low turnout.
6/28/2018	Honey Hill Petting Zoo at Rainbow Park 6-8 p.m.		\$776.25	Honey Hill provided a petting zoo including a camel. The Erlanger/Elsmere Schools provided free dinners for everyone 18 and under.

Upcoming Events

Date	Event	Attendees	Cost	Description
7/3/2018- 7/26/2018	Depot Days! at Depot Park Tuesdays and Thursdays 10:30 a.m. - 12 p.m.			This program is a partnership with the library and includes different theme programs every Tuesday and Thursday. The activities are educational, hands on and interactive. The Erlanger/Elsmere schools will provide free lunches and the museum will be open afterward.
7/5/2018	Cincinnati Circus at Depot Park 6-8 p.m.			Cincinnati Circus will provide a magic show and hands on Tightrope and Juggling Workshops. Free dinner will be provided by the Erlanger/Elsmere schools for children 18 and under. Adult meals were available for purchase. Bridges NKY will distribute free bicycle helmets to children in attendance.
7/13/2018	Employee Luncheon Luau at Firehouse 11:30 a.m.			This event is a fun team building luncheon for employees. The City will provide hamburgers and drinks and there will be a prize for the best side dish. Employees are encouraged to wear Hawaiian shirts.
	Madcap Puppet			The Madcap Puppets will perform "The Case

7/19/2018	Show at Depot Park 6-8 p.m.			of the Kidnapped Backpack". The Erlanger/Elsmere schools will provide dinner for all children 18 and under. Adults may purchase dinner for \$3.
7/26/2018	Ponies in the Park at Silverlake Park 6-8 p.m.			This program is a partnership with Honey Hill Farm and will include carnival games, inflatables, pony rides, animals and food. There will be a charge for pony rides and food however most activities will be free. The proceeds will go to an animal rescue.