

Administration Report  
**August 2020**

To: Mayor, Council  
Department Heads  
From: Sherry Hoffman  
Date: September 1, 2020

**ADMINISTRATION REPORT**

Please find 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.

**September Update**

The front office of the City Building remains open to the public. Visitors are asked to wear masks and are not permitted in the office area. Other precautions are being taken and masks/hand sanitizer continue to be offered to employees.

Our regional passport center in Charleston, SC has entered Phase 1 of processing passport applications. They are advising people to wait to submit applications since they are not at full capacity yet. We have decided to further postpone this service until they enter Phase 2.

All September events remain scheduled. Each event will be held outdoors. Six foot spacing will be monitored. Kim will keep everyone posted via email and social media sites will be updated if there are any cancellations.

The park shelters remain open and permits are being issued.

The Farmers Market is open every Thursday from 2-6 p.m. in the parking lot of the Erlanger Baptist Church on Commonwealth Avenue.

## **Bids**

The Public Works Department has an upcoming bid opening for street striping and markings. The bid was advertised in the Kentucky Enquirer, placed on the City of Erlanger's website, and also on DemandStar. The bid opening for this project is on September 3, 2020 at 10:00 a.m.

The Fire/EMS Department will be advertising for a bid for four cardiac monitors/defibrillators Friday, September 4, 2020. The bid opening for this project is on September 18, 2020.

## **Team Members**

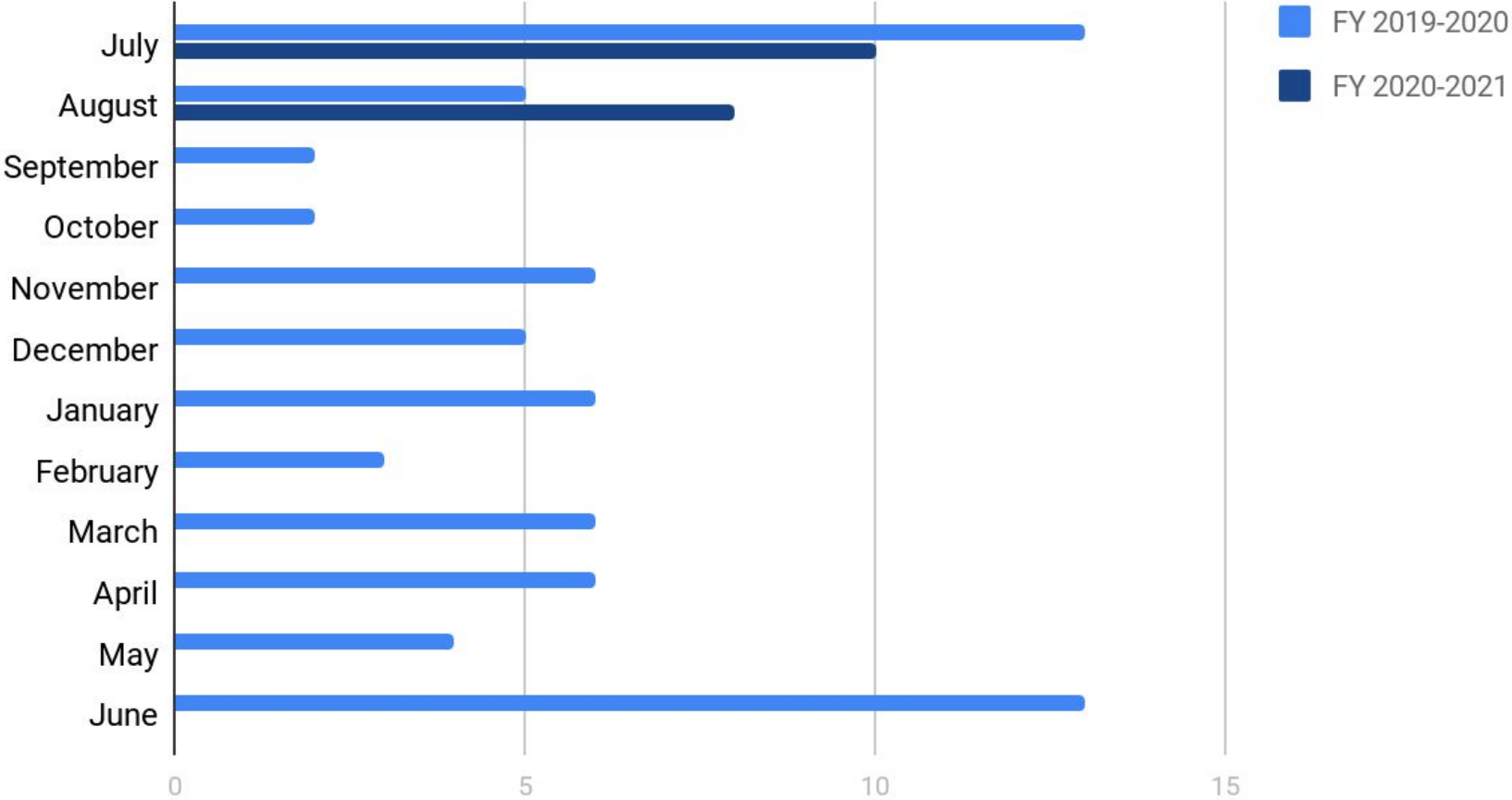
Rachael LaPorte joined the Administration Department on August 24, 2020 as our new Front Desk Clerk. Nyoka has been busy training Rachael. Both ladies have been doing a great job. If you have the opportunity, please stop by to meet Rachael.

## **Depot Museum Update**

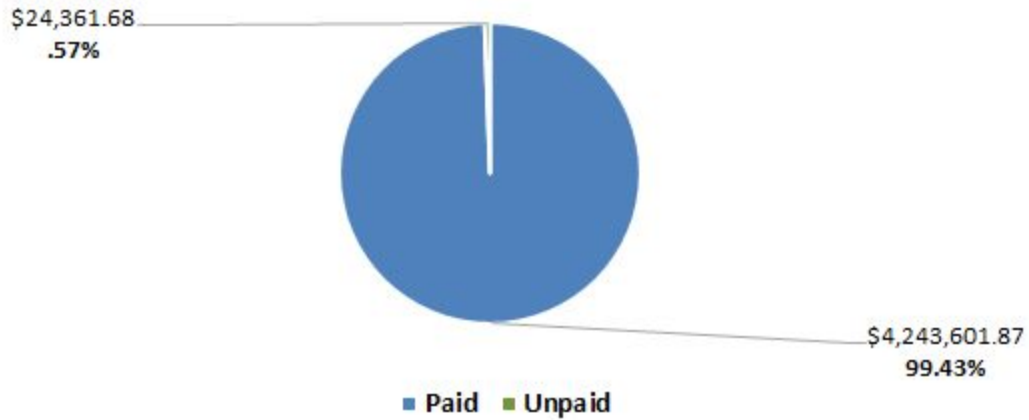
Volunteers with the Historical Society are opening the Depot Museum on Saturdays from 1:00-5:00 p.m. The Historical Society can be reached at [ErlangerHistoricalSociety@gmail.com](mailto:ErlangerHistoricalSociety@gmail.com).

The Historical Society meets every second Wednesday at 7:00 p.m. Their next meeting is September 9, 2020.

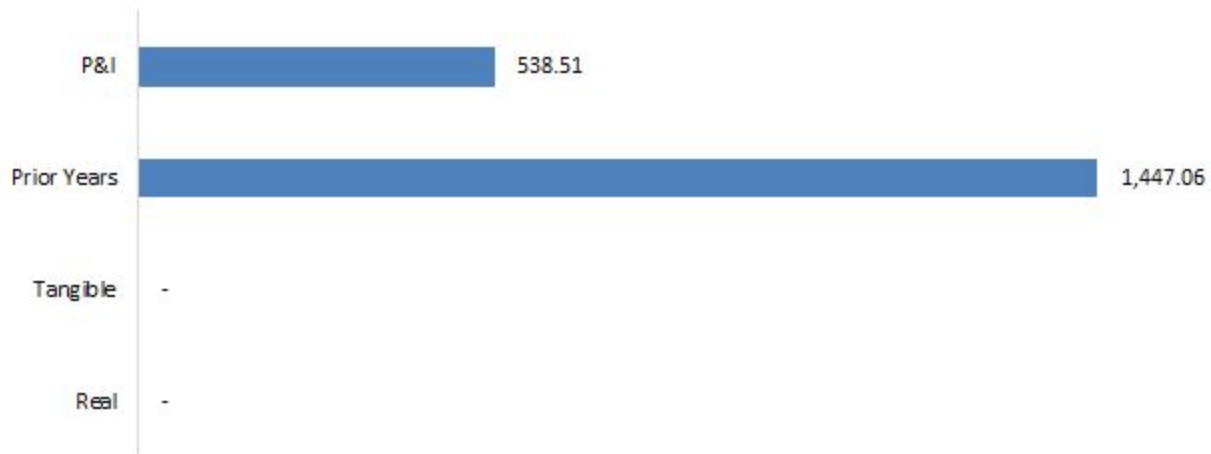
# Waste Collection Concerns



### Property Tax Collection Tax Year 19-20



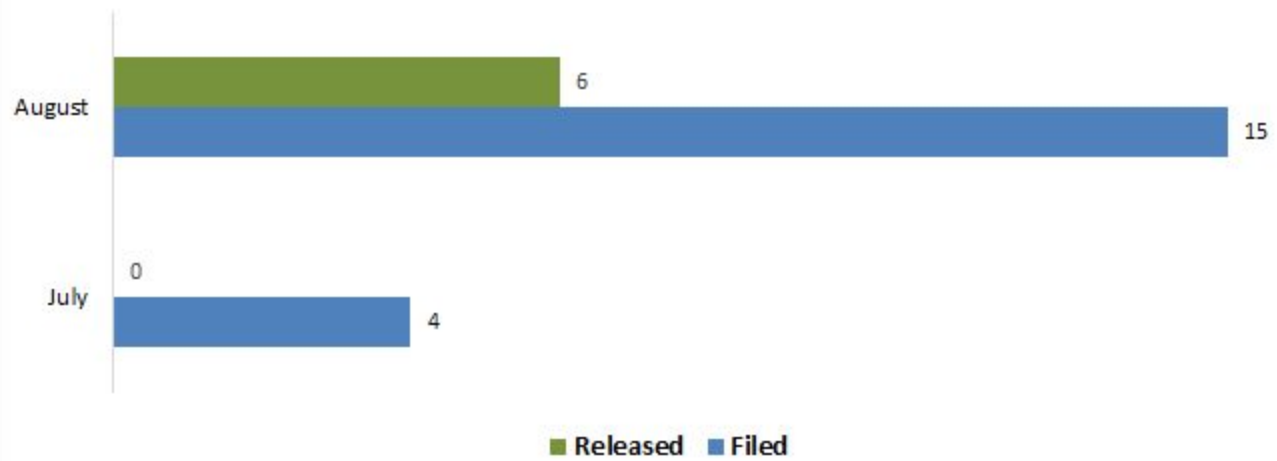
### August Property Tax Collection



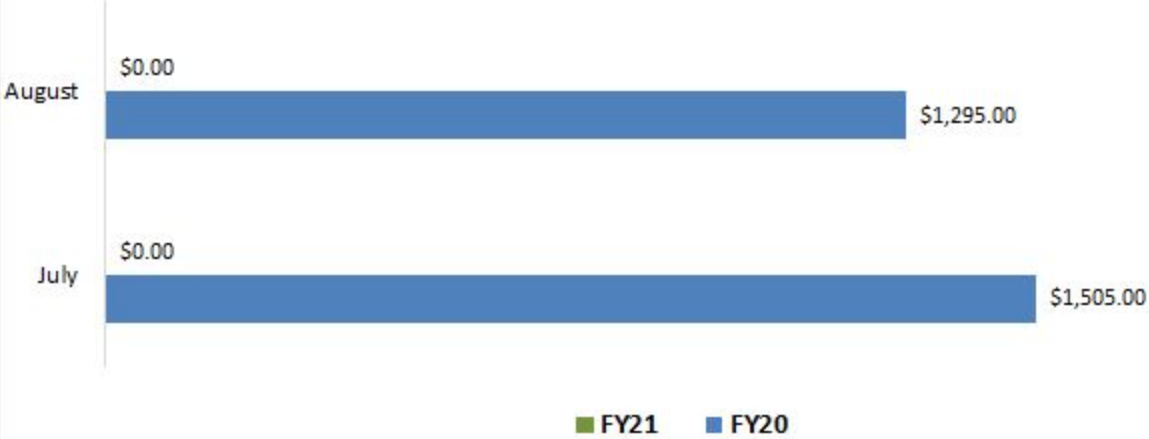
### Code Enforcement Fines Collected



### Code Enforcement Liens



### Passport Fees Collected



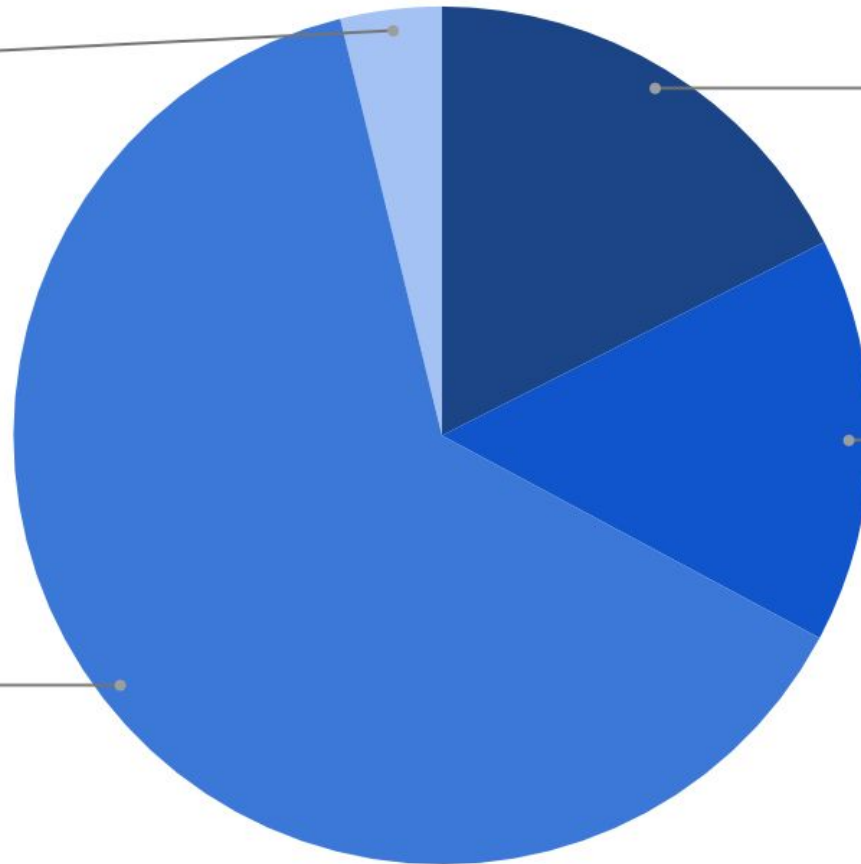
# Open Records Request Total 131

Public Works  
3.8%

General Government  
17.6%

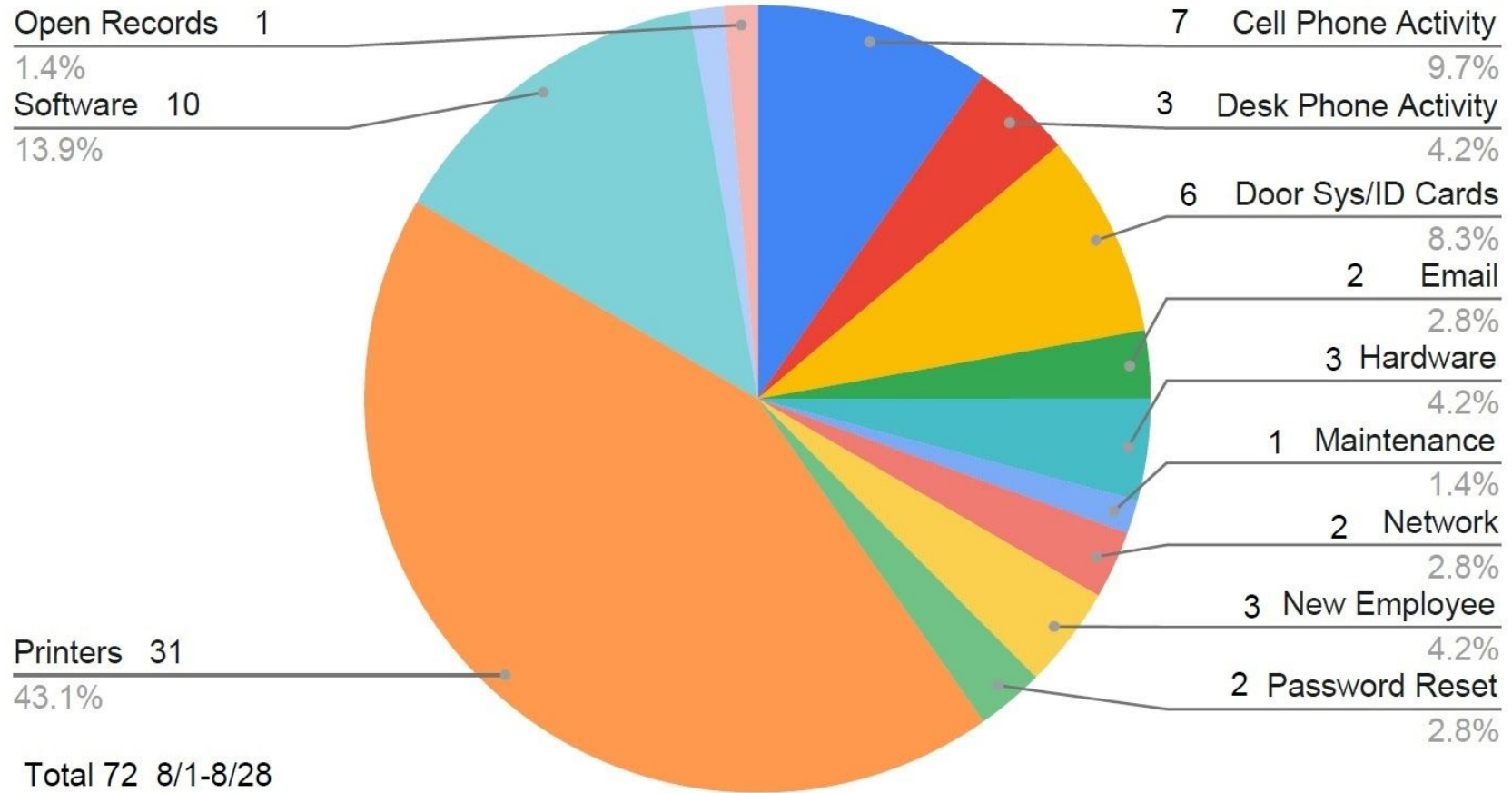
Fire/EMS  
15.3%

Police  
63.4%



# IT Help Desk Tickets

August 1-27, 2020





## PAST EVENTS

8/6/2020	<b>Madcap Puppet Show at Rainbow Park 6-8 p.m.</b>	30	\$535 (\$17.83 pp)	The Madcap Puppets performed "Pinocchio". All children in attendance received a bag with summer crafts to take home.
8/14/2020	<b>Shakespeare in Park Midsummer Night Dream at Flagship Park - 7 p.m.</b>	90	\$1,000	The Cincinnati Shakespeare Company performed "Midsummer Night Dream". Kona Ice was available for purchase. Everyone in attendance social distanced and had a wonderful time.
8/28/2020	<b>Shakespeare in the Park Romeo and Juliet at Flagship Park</b>	85	Free	The Cincinnati Shakespeare Company performed "Romeo and Juliet". The show ended about 5 minutes early due to rain. Everyone in attendance social distanced and had a nice time.

## UPCOMING EVENTS

9/2/2020- 9/30/2020	<b>Free Yoga classes at Flagship Park Wednesday evenings 6-7 p.m.</b>	9/2 9/9 9/16 9/23 9/30	\$125	Residents are invited to join us for an hour of movement that will include stretching, strengthening and relaxation. This is a Vinyasa flow yoga class, social distancing of course, all levels welcome. Bring any yoga props needed to help with your practice. All participants will need to sign a waiver before participating.
9/12/2020	<b>Concert at Flagship Park 7-9 p.m.</b>			Moonshine Drive will perform at Flagship Park from 7-9 p.m.
9/25/2020	<b>Community Block Party at Tichenor 6-8 p.m.</b>	Canceled		This is a great event for Erlanger residents to celebrate the start of the school year. In addition to all Erlanger/ Elsmere Schools being present, there will be various vendors and community organizations and a whole area devoted to Early Childhood. The City will distribute information and raffle off backpacks.