

Administration Report
April 2020

To: Mayor and Council
Department Heads
From: Sherry Hoffman
Date: May 5, 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.

COVID-19 May Update

The front office of the City Building remains closed to the public.

All May and June events have been canceled or rescheduled. Depot Days has been canceled for the entire summer.

Field and shelter permits have been suspended through June 30, 2020. No new permits are being issued.

The Depot Museum remains closed.

The Farmers Market remains closed until further notice.

We are not scheduling passport appointments at this time.

Notary services have been suspended.

Waste collection has returned to normal service.

COVID-19 Staff Update

Due to the social distancing requirements, the Administration Department created a Plan of Action on how we could continue to function and provide our community with the essential services they require, in addition to answering any questions they may have, We continue to function and provide essential services with only the above limitations. Below is an update on each employee.

Kim has been canceling May and June events. Some events may be rescheduled for later in the year.

Joe will start taking calls from home, responding to any concerns that are received, and will continue responding to questions that come through Facebook.

Nyoka continues to process open records requests and is working on insurance premium taxes.

Steve is taking all Building/Zoning calls from home and working directly with Dave Hahn and Mark Stewart.

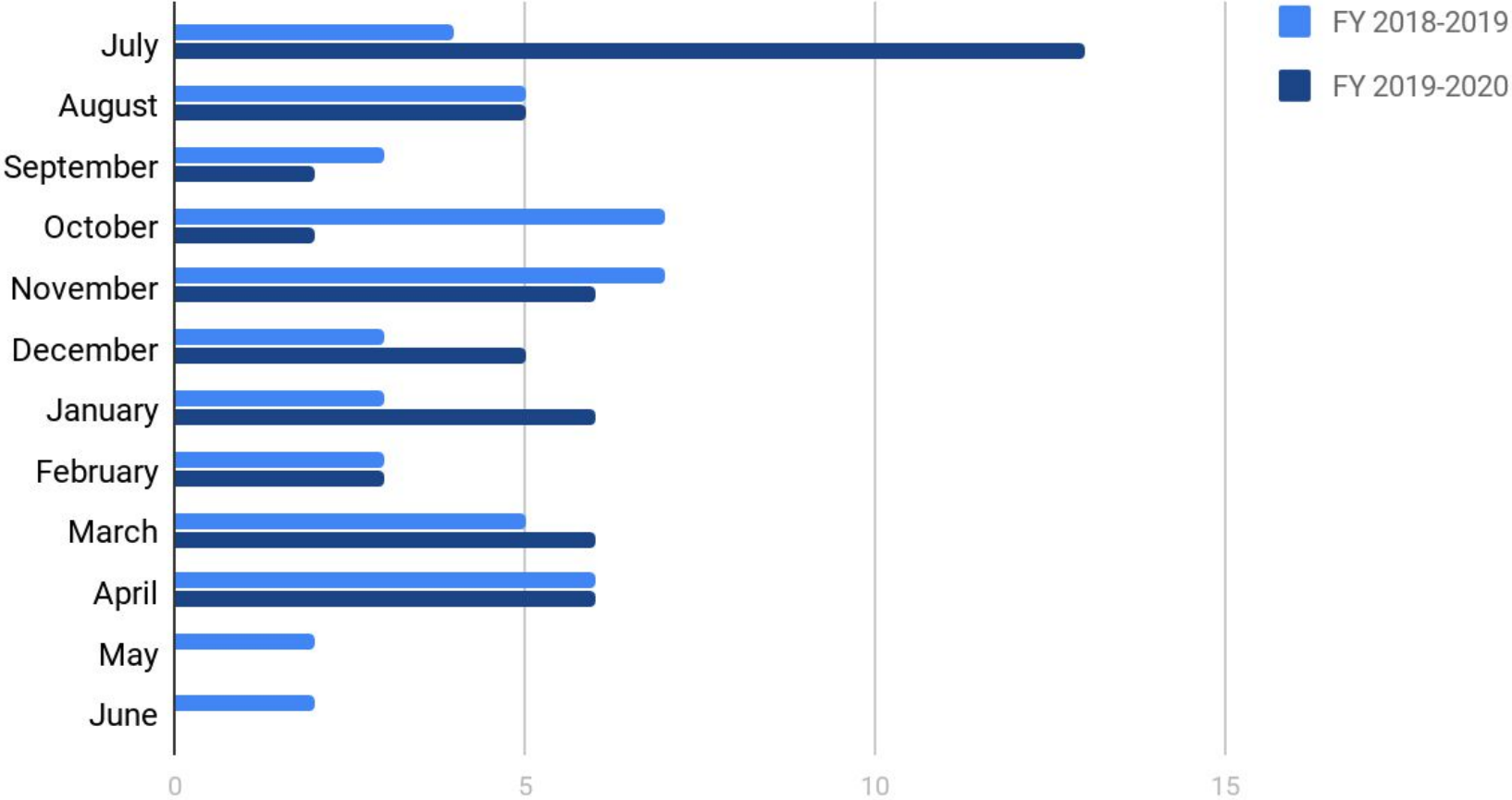
Jen remains working from her office, where she has isolated herself. Many of the programs she works in, such as our tax software program Pontem, are not available to her at home. Jen is getting the mail everyday and making deposits as needed.

I am mainly working from home. My office phone has been forwarded to my cell phone. If anyone needs anything, please reach out to me.

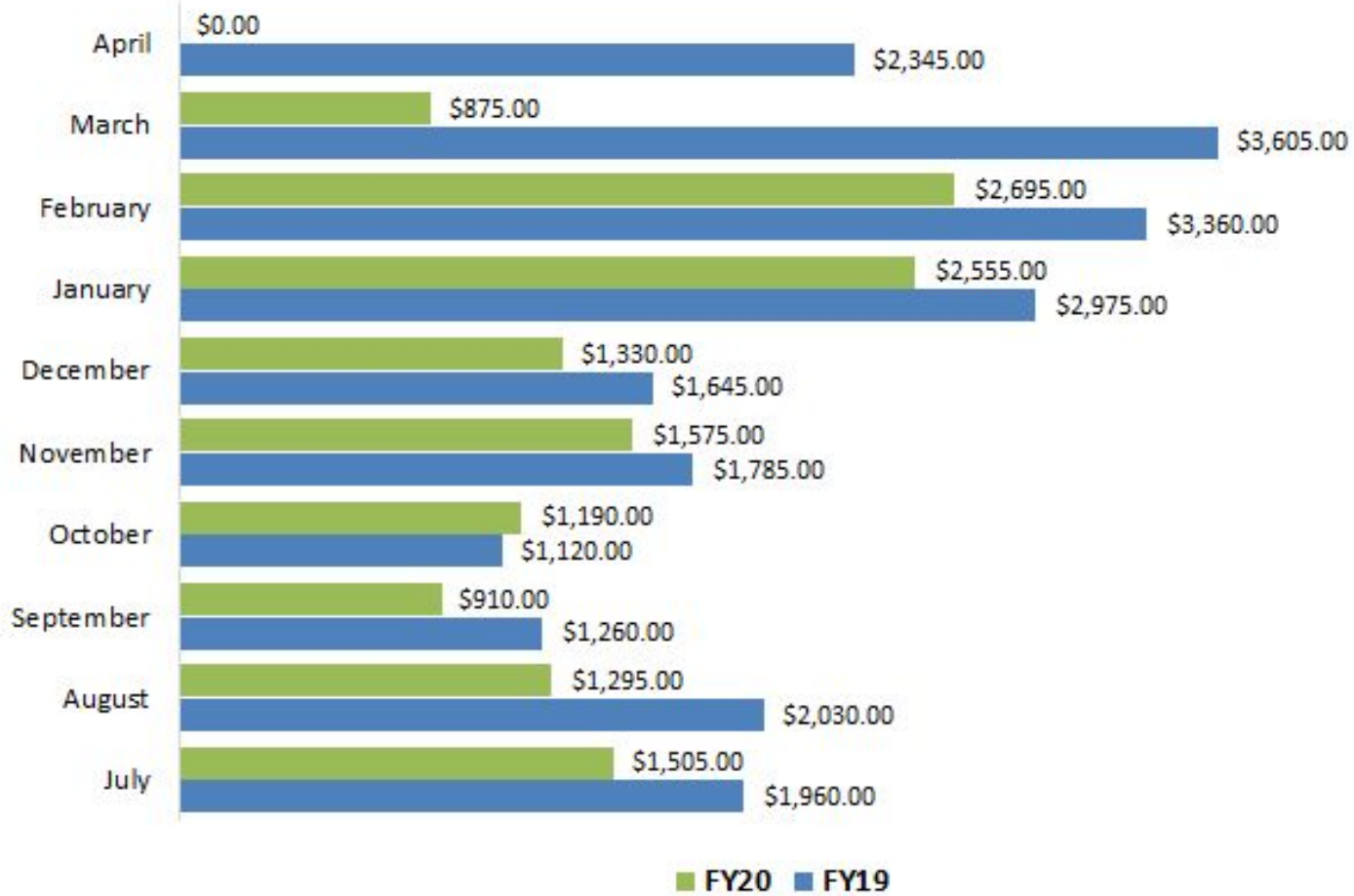
Other Updates

Delanee McCormick, Erlanger resident and upcoming graduate of Dixie Heights High School, is the 17th recipient of the Erlanger Community Achievement Scholarship. Since we are not able to present the scholarship to her at the Council Meeting on May 5, 2020, she has been contacted via phone. If you know Ms. McCormick, please reach out and congratulate her.

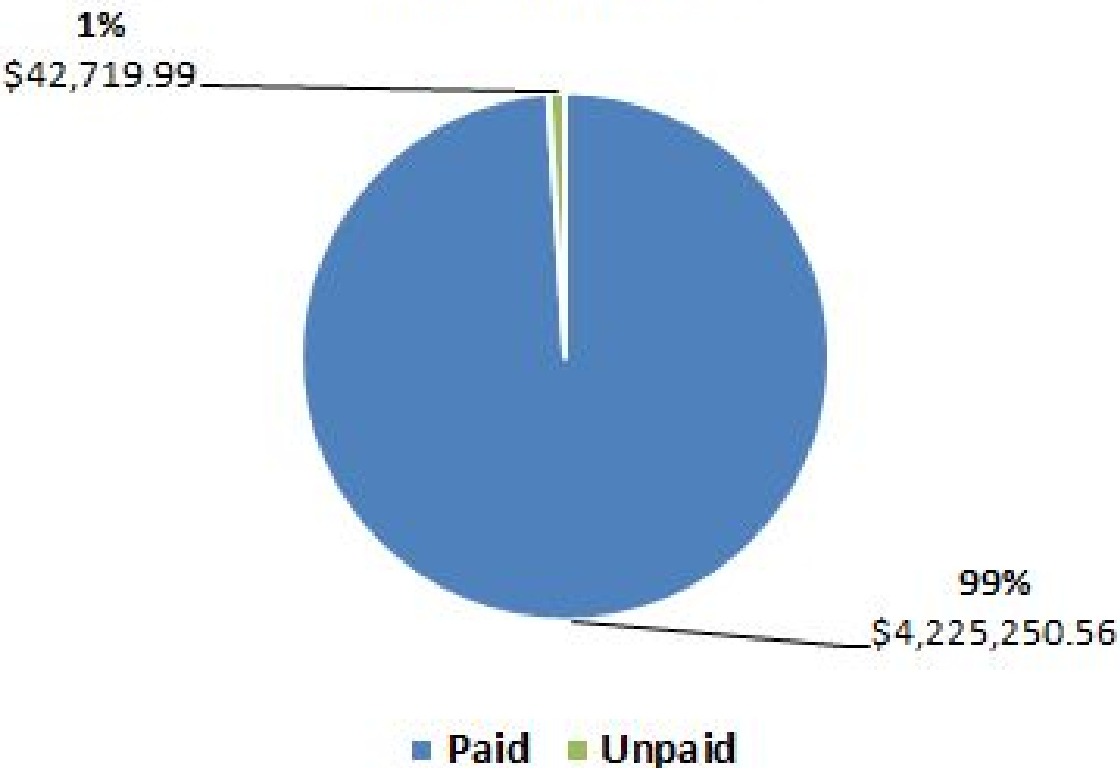
Waste Collection Concerns



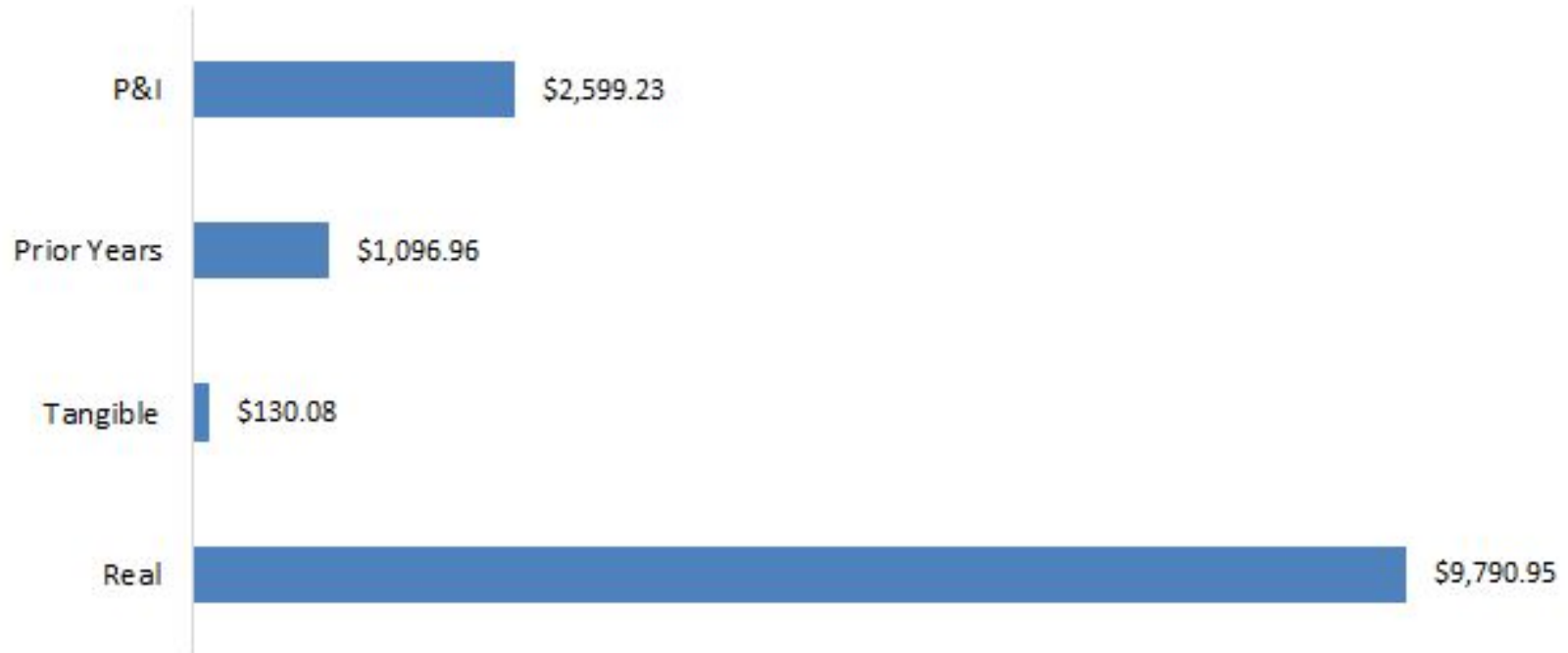
Passport Fees Collected



Property Tax Collection Tax Year 19-20



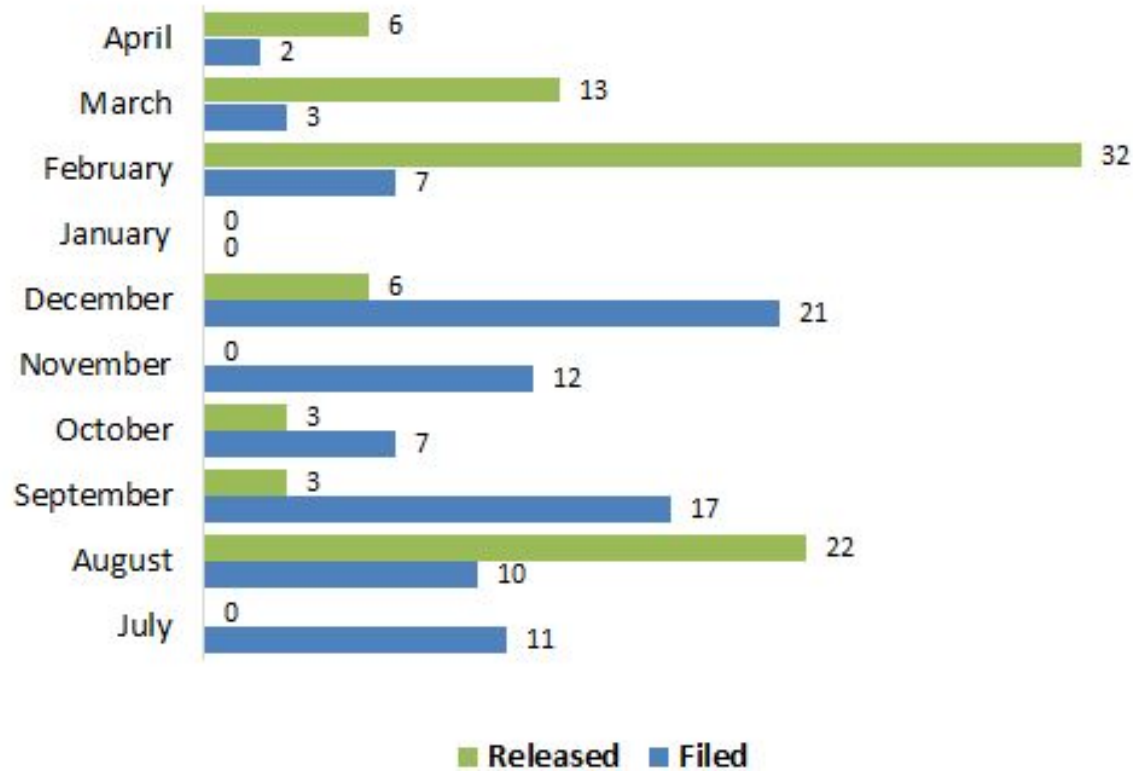
April Property Tax Collection



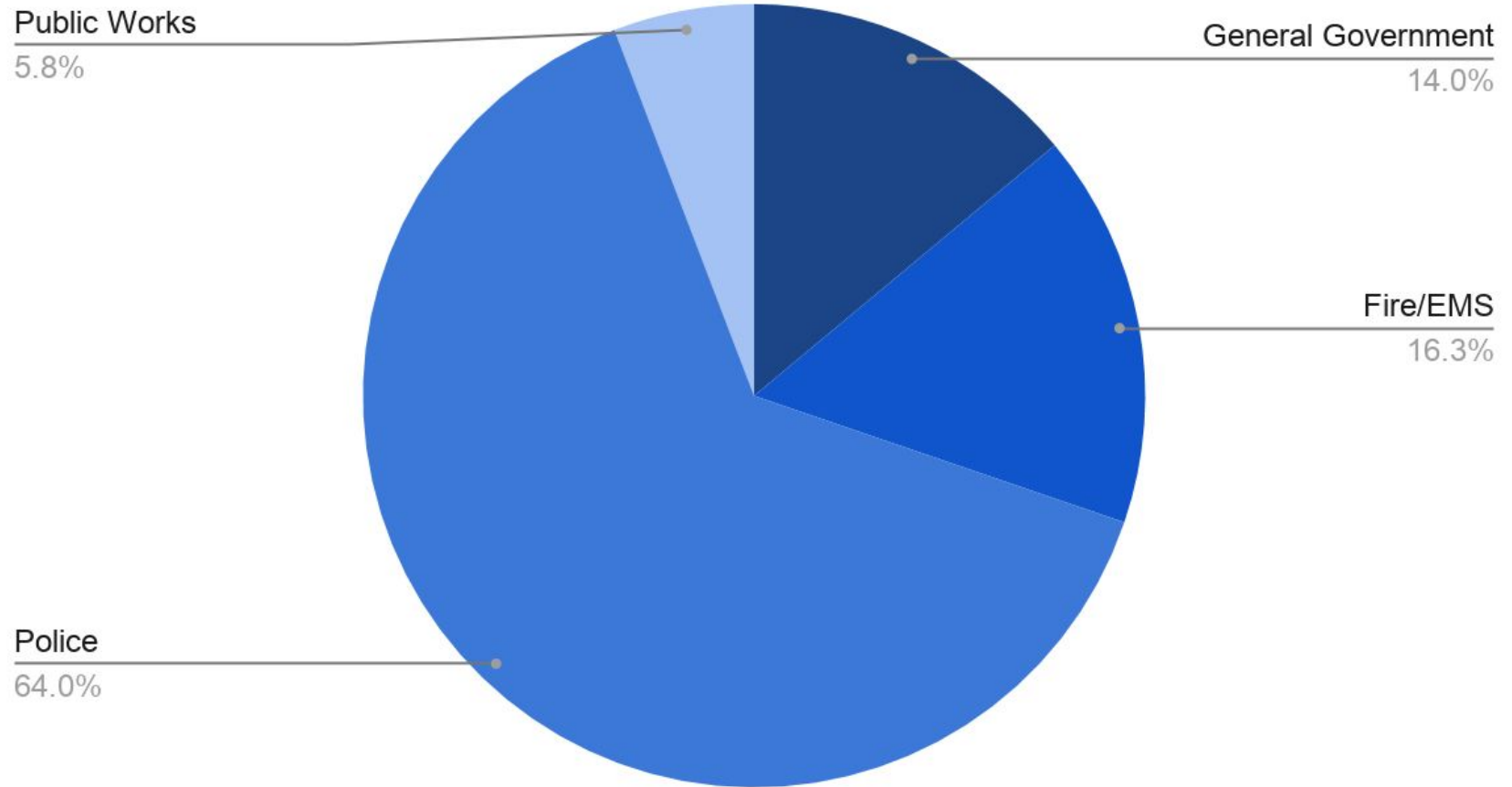
Code Enforcement Citations

Total Collected in April	Total Collected FY20
\$0	\$26,189.41

Code Enforcement Liens FY20



Open Records Request Total 86



Past Events

4/4/2020	Star Party at Flagship Park 8-9:30 p.m.	Cancelled		Members from the Cincinnati Conservatory will bring their telescopes to Flagship Park to view the night sky and the city will provide glow necklaces for all the kids.
4/18/2020	Youth Fishing Derby Flagship Park 8-10 a.m.	Cancelled		The Kentucky Fish and Wildlife Department will provide fishing rods and reels and Ralph will provide the expertise. We will raffle off door prizes and provide breakfast snacks.
4/23/2020	Putt-Putt Night Erlanger Putt-Putt 6-8 p.m.	Cancelled		Residents can play up to two rounds of miniature golf for free.

UPCOMING EVENTS

5/8/2020	Art in the Park Spring Valley Park 6-8 p.m.	Cancelled		
5/2020	NKY Senior Games Ft. Thomas/Boone Woods Various Times throughout the month	Cancelled		
5/28/2020	Putt-Putt Night Erlanger Putt-Putt 6-8 p.m.	Cancelled		Residents can play up to two rounds of miniature golf for free.

Depot Museum Report

The Depot Museum remains closed until further notice.

The Historical Society will not be meeting at the Depot Museum until it reopens.