

Administration Report
January 2019

To: Mayor and Council
Department Heads
From: Sherry Hoffman
Date: February 4, 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.

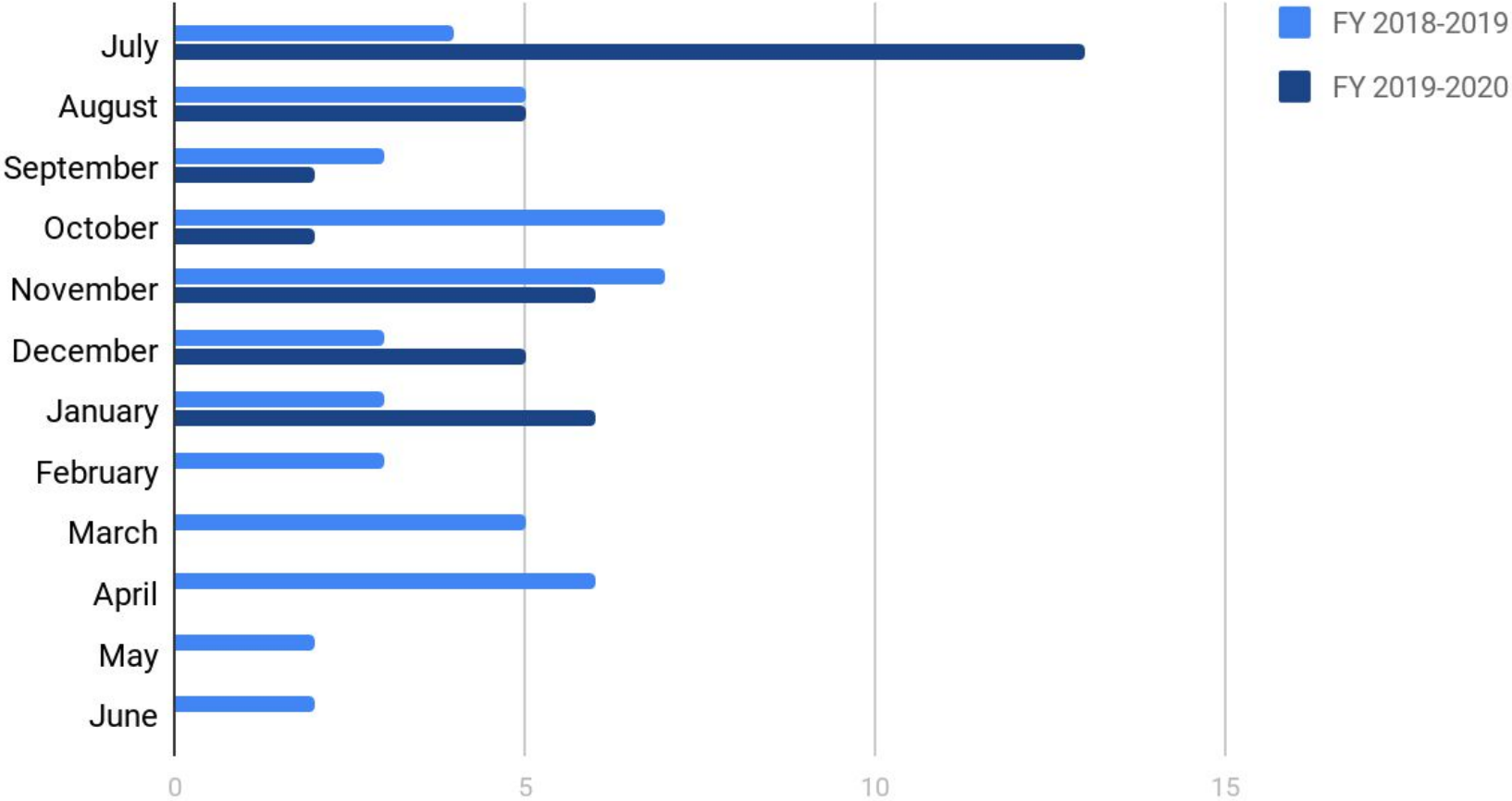
Updates

KLC City Day/City Night will take place in Frankfort on February 12, 2020. If anyone is interested in attending, please contact Sherry by January 27th.

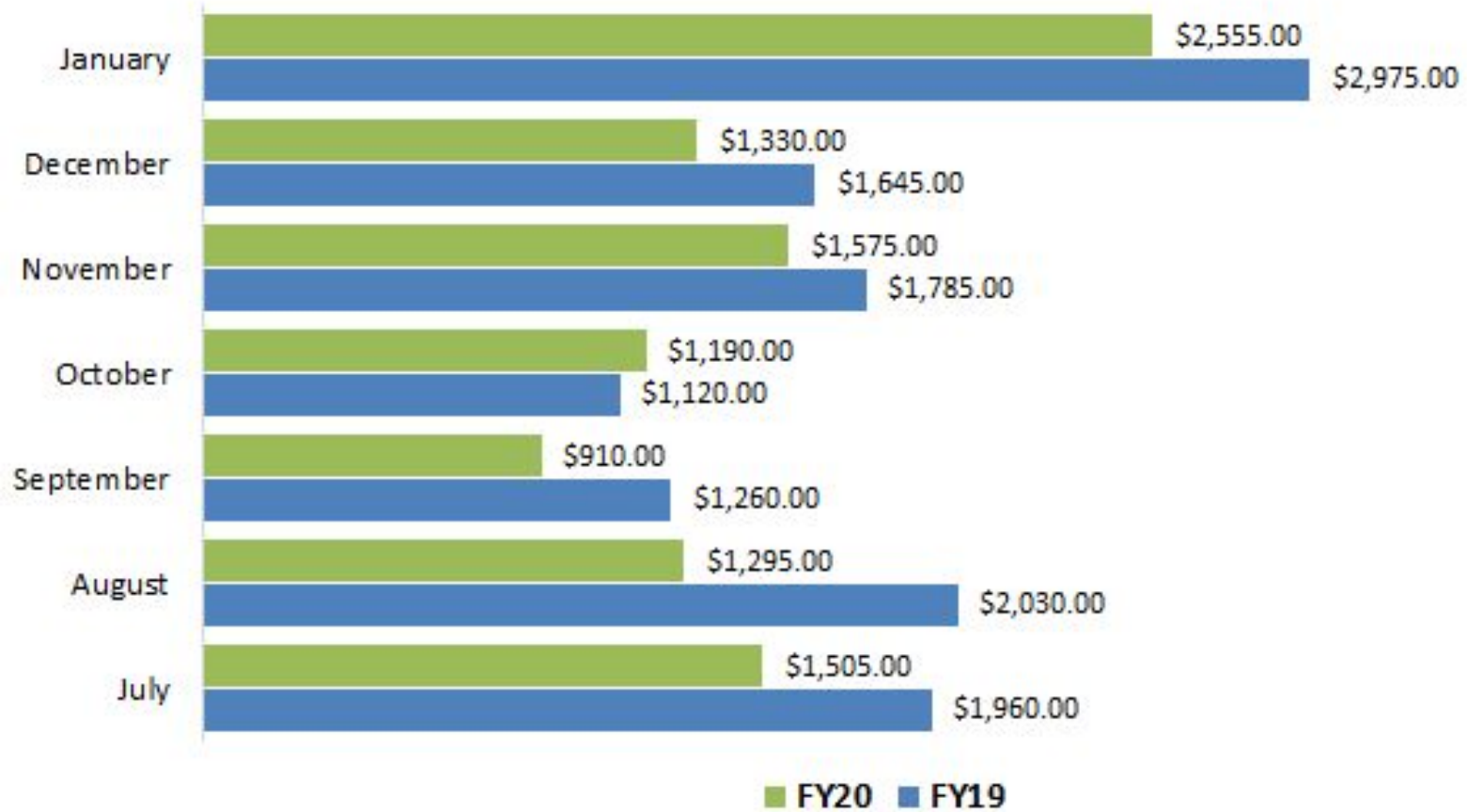
Last year the City processed approximately 176 open records requests. In an effort to better organize the processing of these requests, we are now using a cloud-based program called JustFOIA. The new system went into effect January 1st and within the first week, we had already received six requests. It is our goal to communicate with other departments through JustFOIA when working on the requests that involve them.

We have entered into an agreement with Demandstar to streamline our bid process and to reach a larger audience. This is a free program for governments. How does it work? I enter our bid packets into their program, along with known vendors that would be interested in the bid package. Demandstar notifies all the vendors. They offer a free subscription so that any vendor who might only want notifications for the City of Erlanger can subscribe at no cost and then receive notifications and not pay a download fee. Interested vendors can still contact the City for a free copy of the bid package. County subscriptions are \$25.00 a year for all agencies within that county. It is \$100.00 for a statewide membership. Boone County just signed up. Kenton and Campbell Counties are in the agreement process. The more vendors entered into Demandstar, the more people our bid information will reach. *Please Note: All street project bids will continue to go through Viox and Viox. Instructions will be placed on Demandstar to contact Viox and Viox for information.*

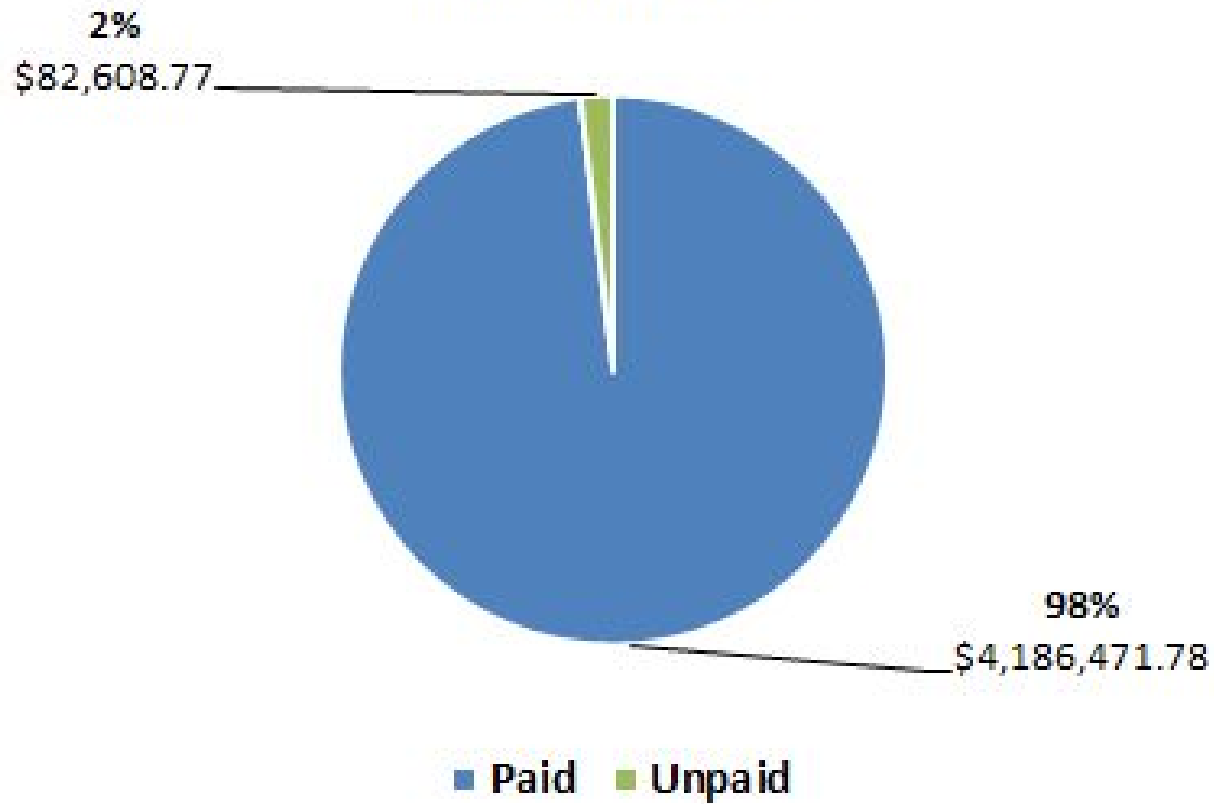
Waste Collection Concerns



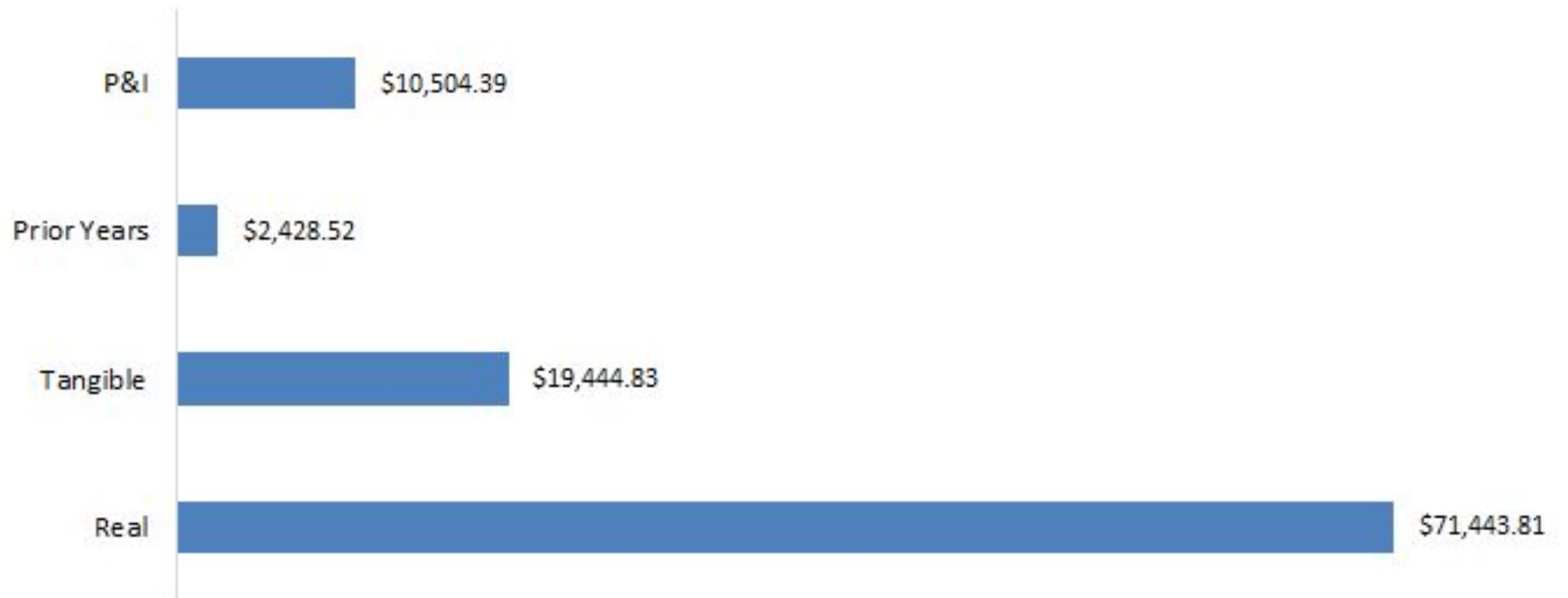
Passport Fees Collected



Property Tax Collection Tax Year 19-20



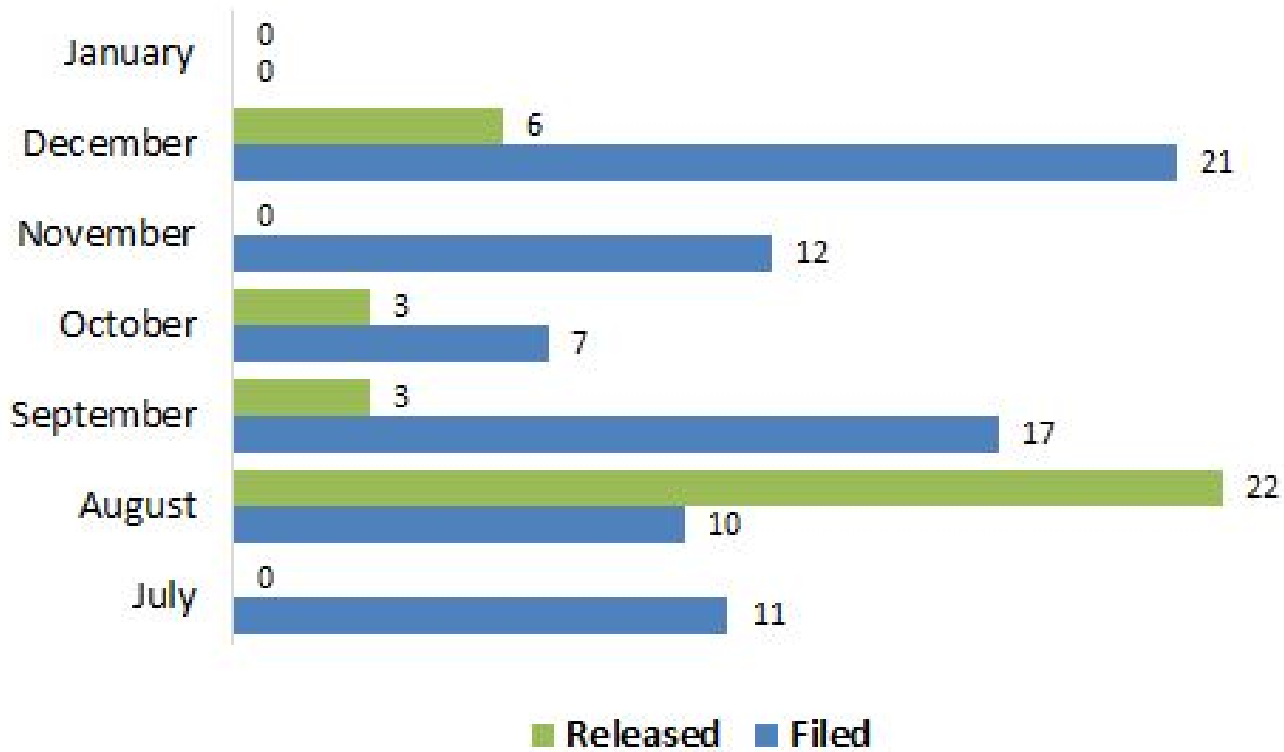
January Property Tax Collection



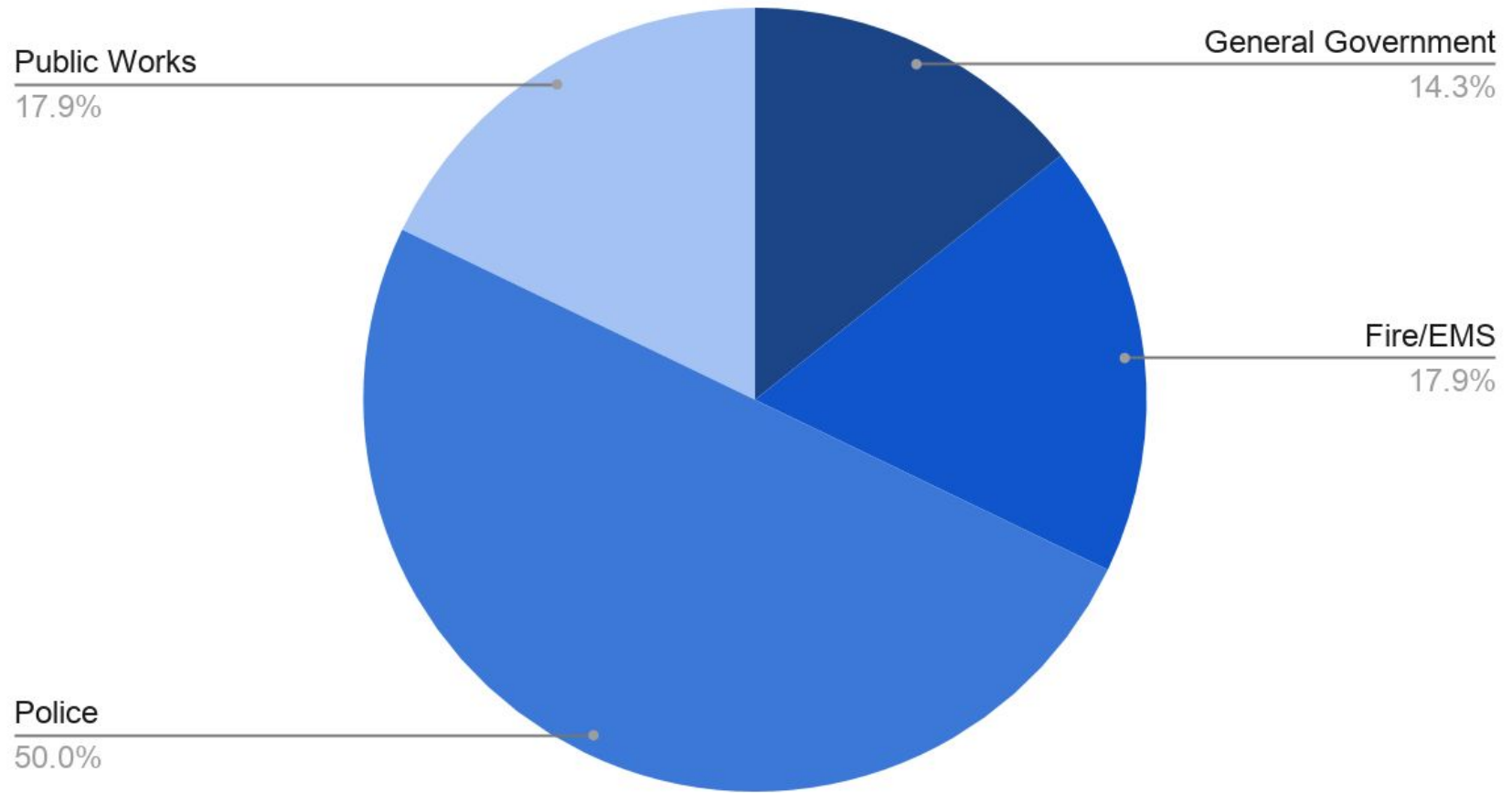
Code Enforcement Citations

Total Collected in January	Total Collected FY20
\$2,885.00	\$21,932.18

Code Enforcement Liens FY20



Open Records Request Total 28



Past Events

1/6/2020 - 1/8/2020	NKY Senior Games Various Locations and Times	Approximately 130	\$0	This was a regional event for anyone 50 and older and included various fun competitions and lots of camaraderie. Breakfast, lunch and awards were included. The main event was held at the Ft. Thomas Armory. Pickle Ball was played at Sports of All Sorts and Euchre at the Boone County Library.
1/14/2020	Bowling Party at Super Bowl 6-8 p.m.	103	\$618.00 (\$6 pp)	Erlanger residents enjoyed a free game of bowling and shoe rental. Bluegrass Manor had a table with giveaways and raffled off a \$50 Super Bowl gift card. We also kicked off our Erlanger Outreach program to collect non-perishable items for Be Concerned Ministries.
1/21/2020	Roller Skating Party At Jimmies 6-8 p.m.	109	\$400 (\$3.67 pp)	Erlanger residents enjoyed two hours of free roller skating that included skate rental. Everyone had a great time.
1/26/2020	Free Ice Skating Party at NKY Ice Center 5:30 - 7:30 p.m.	75	\$630 (\$8.40 pp)	This event was for Erlanger residents and included two hours of free ice skating and skate rental.

Upcoming Events

2/3/2020	Baseball Lottery at City Building 6:30 p.m.		\$0	Representatives from various leagues will participate in the field lottery. Following the lottery field permits will be issued to all participants.
2/10/2020	Soccer Lottery at City Building 6:30 p.m.		\$0	Representatives from various leagues will participate in the field lottery. Following the lottery field permits will be issued to all participants.
2/12/2020	Erlanger Night at Super Bowl Residents Only 6-8 p.m.		\$630	Residents will receive one free game of bowling and shoe rental. This event is for Erlanger residents only.

2/14/2020	Free Ice Skating Party at NKY Ice Center 5:30 - 7:30 p.m.			This event is for Erlanger residents and includes 2 hours of free ice skating and skate rental.
2/20/2020	Roller Skating Party At Jimmies 6-8 p.m.			Erlanger residents can enjoy two hours of free roller skating that includes skate rental.

Depot Museum Report

The Historical Society's next meeting is on February 12, 2020 at 7 PM.