

Administration Report
July 2020

To: Mayor, Council
Department Heads
From: Sherry Hoffman
Date: August 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.

COVID-19 August 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. In early April of this year, Administration purchased masks and hand sanitizer for Kim Wolking to use at her events.

The U.S. Department of State is still not fully staffed and is behind in issuing passports. We were to begin processing applications on August 3, 2020. Due to the close interaction required to meet with applicants and the status of the U.S. Department of State, the decision was made to further postpone this service. We will review the program on a monthly basis.

At this time, all August events remain scheduled. Each event will be held outdoors at Rainbow or Flagship Park. Six foot spacing will be monitored. Kim will keep everyone posted via email, 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.

Legislation

The Administration Department asks the Council Administration Committee to request the first reading of an ordinance to approve the adoption of a supplement to the City's Code of Ordinances (codification of ordinances). This supplement updates the Code through Ordinance No. 2487. Pursuant to KRS 83A.060(8)(b), city ordinances shall be kept in a minute book and indexed in a composite index or maintained in a code of ordinances. This supplement has been reviewed and approved by City Attorney Jack Gatlin.

Property Taxes

There may be a delay in sending out our property tax bills this year. In year's past, our bills have been sent out on October 1st as dictated by ordinances adopting our tax rates. Kenton County PVA Administrator Darlene Plummer has advised that PVA's open inspection period and statutory calendar has been delayed for 60 days due to COVID-19. This is causing a delay in the certification process of the property tax rolls. Even if Council chooses to lower the tax rates, our department still needs the assessment to calculate tax amounts.

Bids

Two upcoming Public Works Department bids were advertised in the Kentucky Enquirer, placed on the City of Erlanger's website, and also on DemandStar. The bid openings for these two projects are on August 6th as follows: REBID of the Concrete Removal and Replacement Project is at 10:00 A.M., Sidewalk Concrete Removal and Replacement Section #2 Project is at 10:15 A.M.

Residential Rental Registry

Notices to update contact information, etc. were sent out to rental property owners through our electronic database. At this time we are researching our tax program for rental properties that are not included in our database.

Team Members

Interviews for the Front Desk Clerk position were held on July 8, 2020. A candidate was chosen and is currently in the post-job offer process.

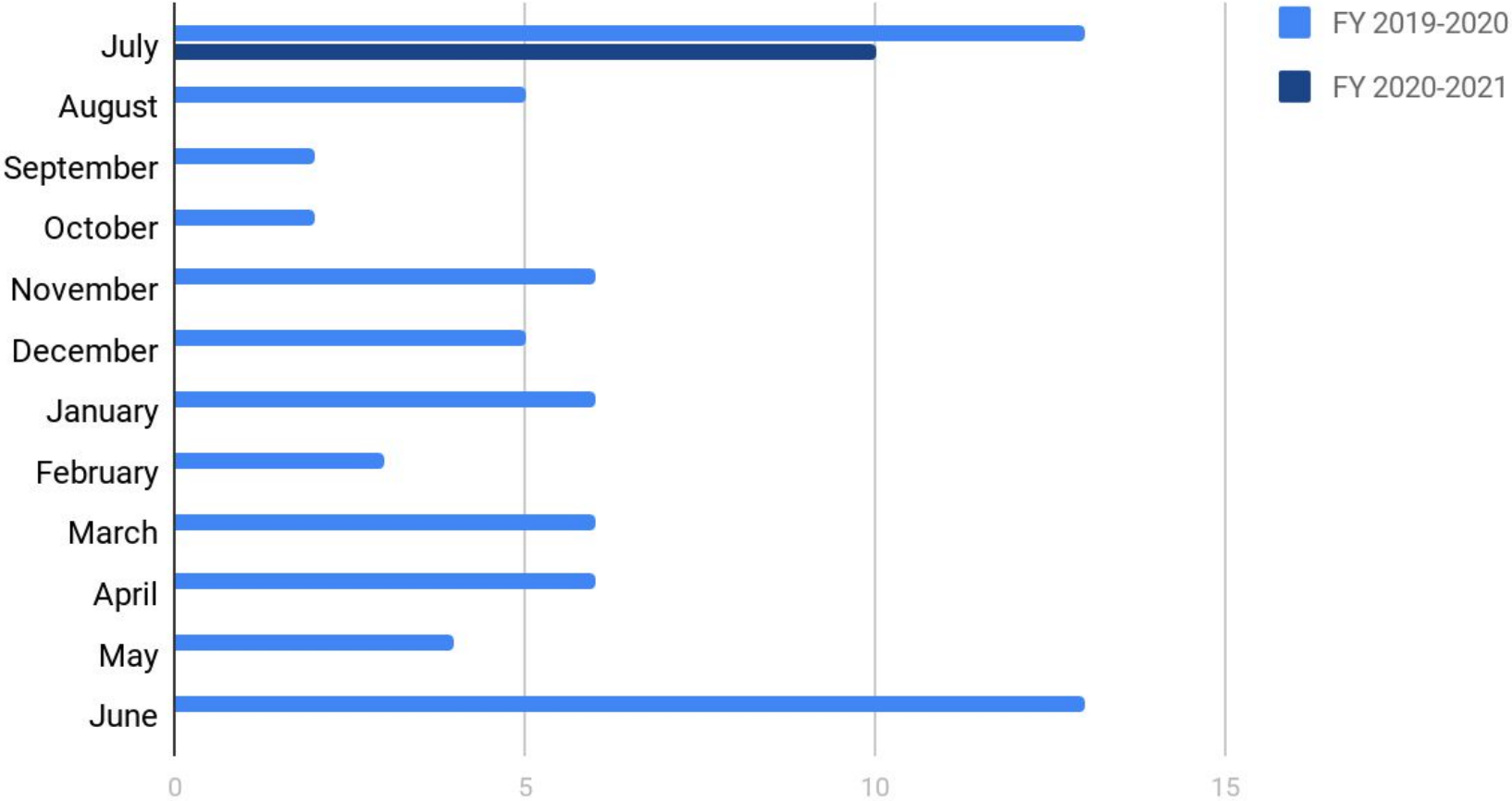
Jim white has added a new section to our monthly report. It is a pie chart showing the different types of help desk tickets received and the percentages for each. Cell Phone Activity relates to anything associated with cell phones; such as orders, repairs, and activations. Desk Phone Activity reflects deactivations, name changes, and reprogramming.

Depot Museum Update

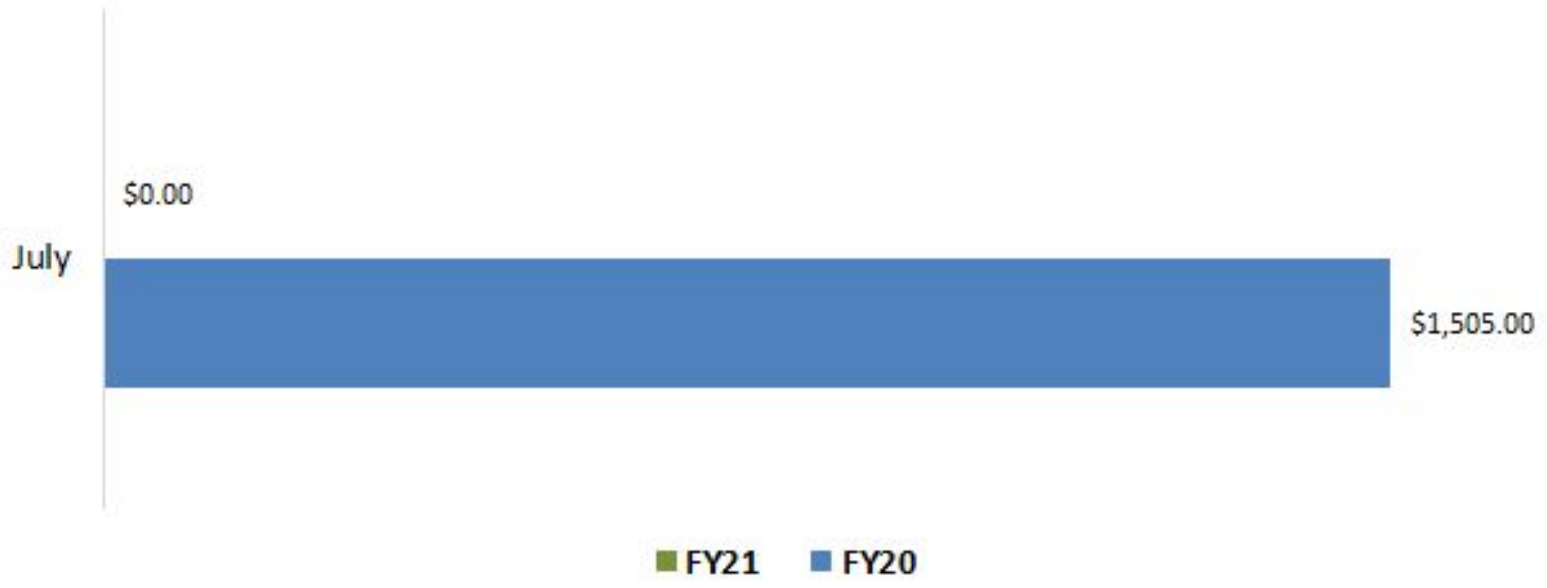
Volunteers with the Historical Society began opening the Depot Museum on Saturdays from 1:00-5:00 p.m. on July 11, 2020. The Historical Society can be reached at ErlangerHistoricalSociety@gmail.com.

The Historical Society meets every second Wednesday at 7:00 p.m. Their next meeting is August 12, 2020.

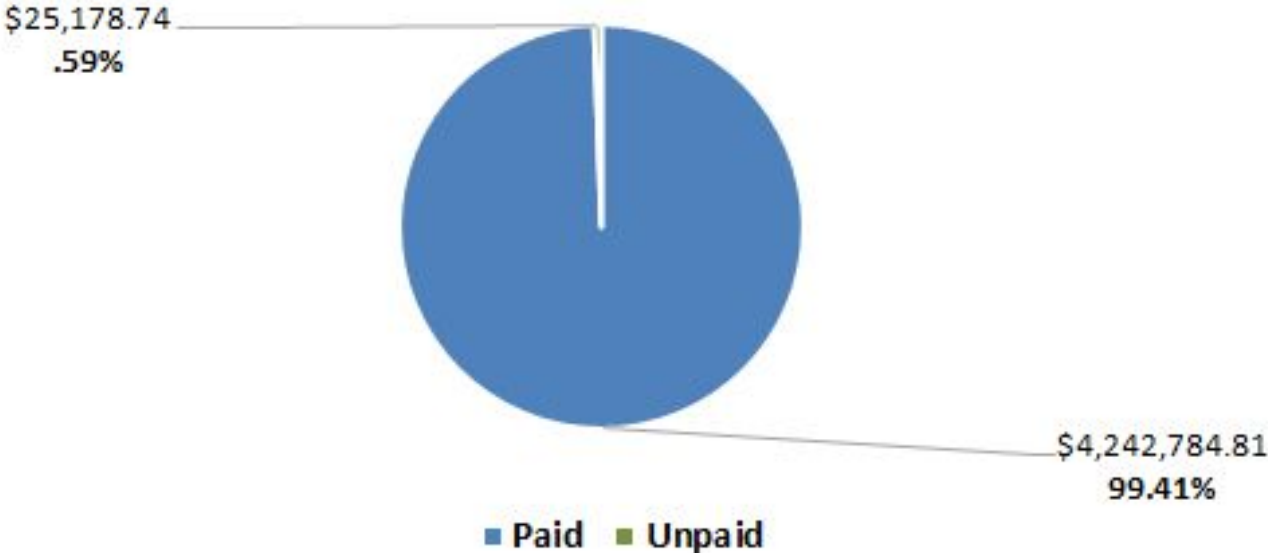
Waste Collection Concerns



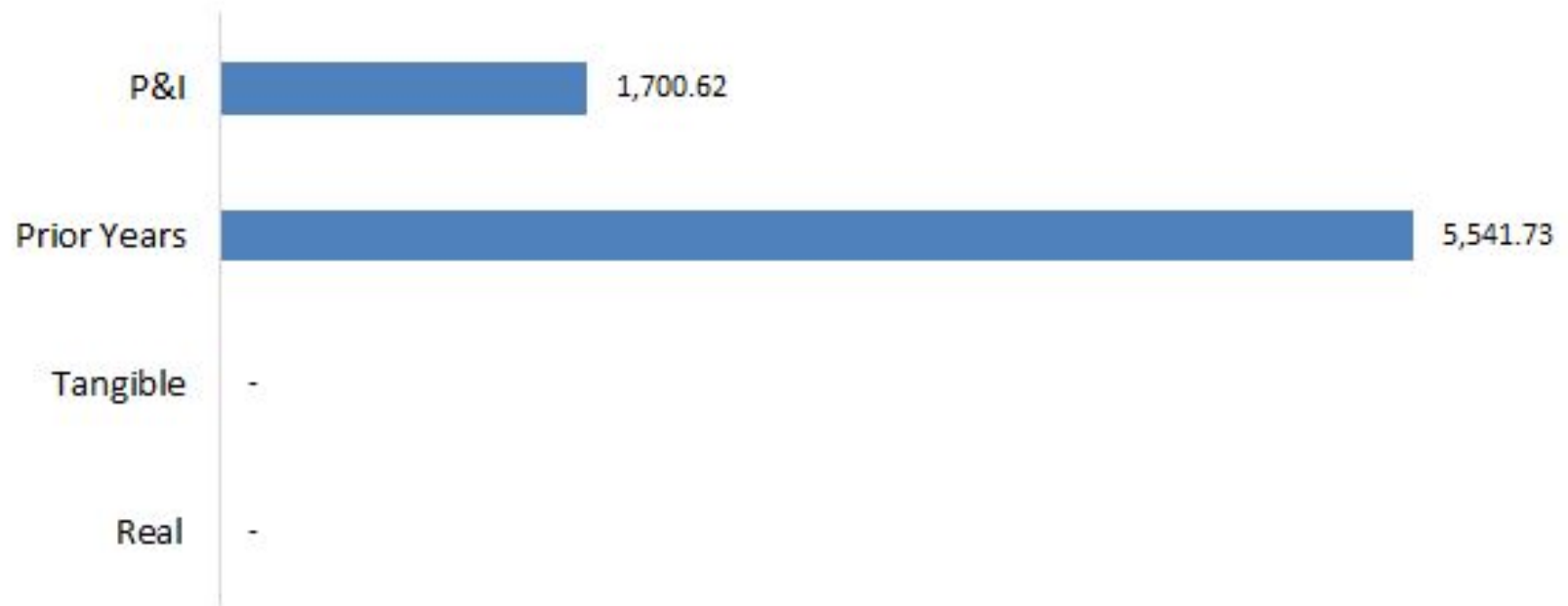
Passport Fees Collected



Property Tax Collection Tax Year 19-20

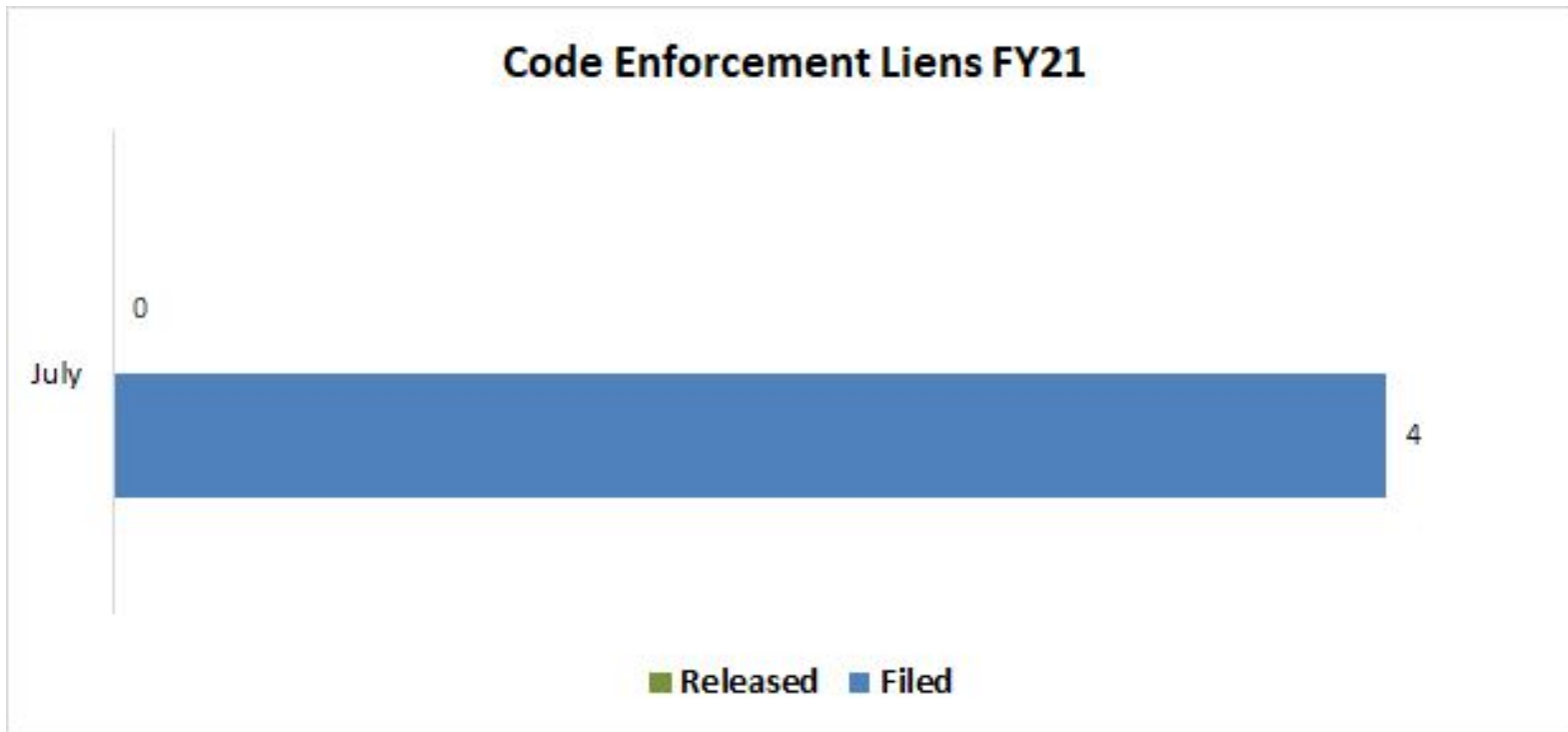


July Property Tax Collection

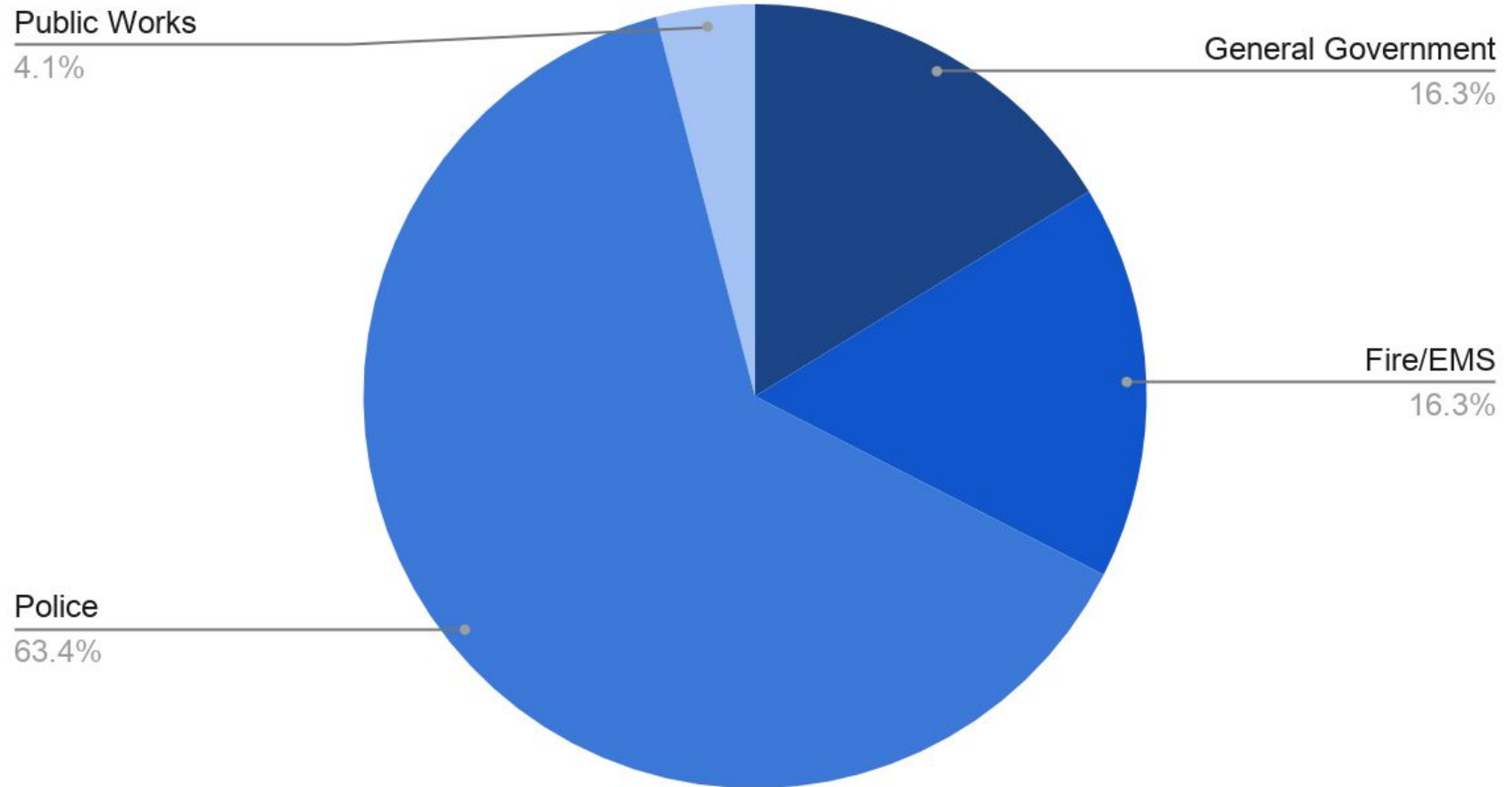


Code Enforcement Citations

Total Collected in May	Total Collected FY20
\$244.00	\$244.00

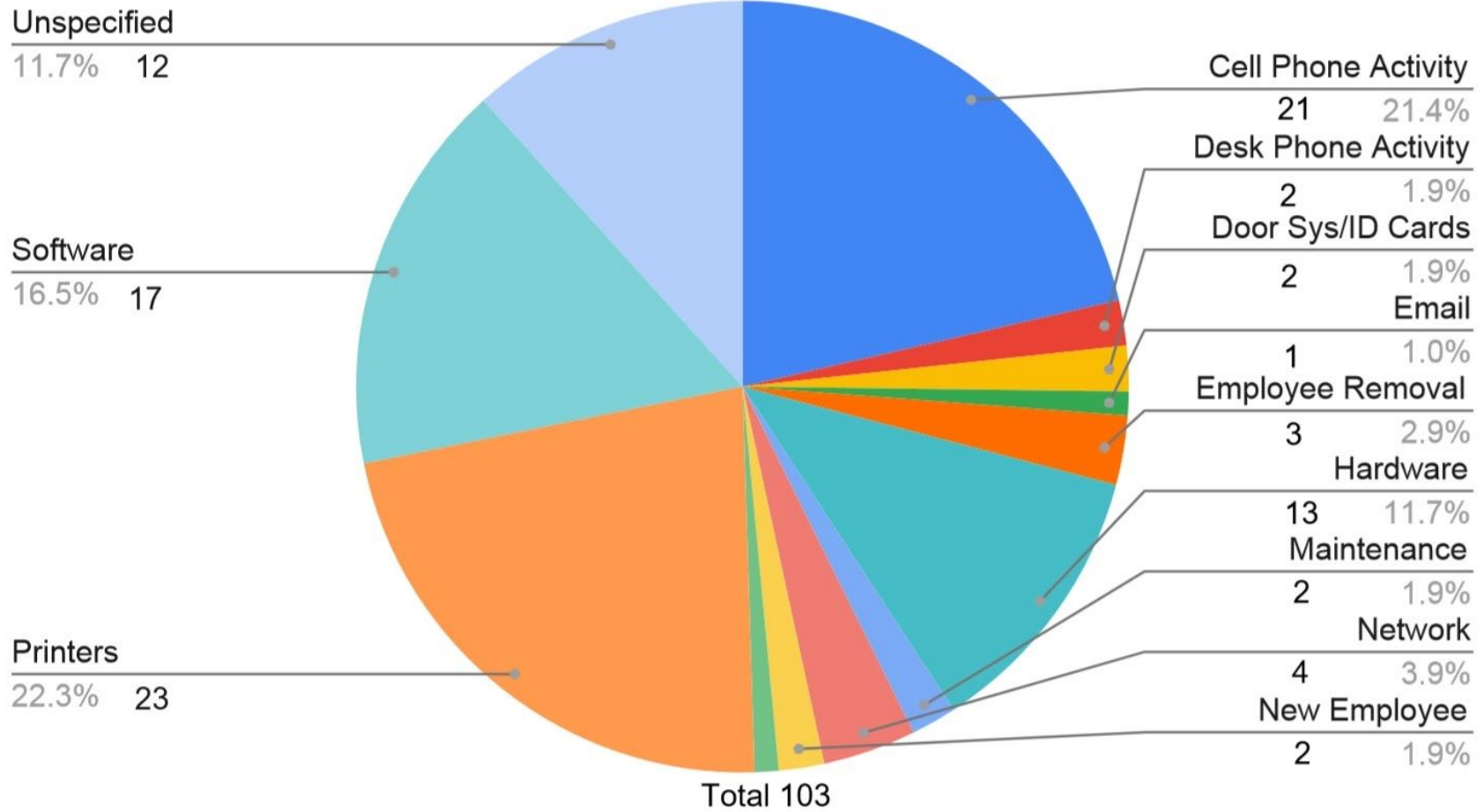


Open Records Request Total 123



I.T. Help Desk Tickets

July 1-27, 2020



PAST EVENTS

7/1/2020	Dreamy Whip Wednesday at Misty Creek 5-7 p.m.	186	\$350 (\$1.88 pp)	Dreamy Whip Ice Cream was set up for residents to purchase. Social distancing and sanitizer was available. A juggler entertained residents while they waited in line and while eating. The city provided a take home craft for the kids.
7/2/2020- 7/23/2020	Depot Days! at Depot Park Tuesdays and Thursdays 10:30 a.m. - 12 p.m.	Cancelled		This program is a partnership with the library and will include different themed programs every Tuesday and Thursday. The activities are educational, hands on and interactive. The Erlanger/Elsmere schools will provide free lunches.
7/8/2020	Dreamy Whip Wednesday at Rainbow Park 5-7- p.m.	160	\$150 (\$.94 pp)	Dreamy Whip Ice Cream was set up for residents to purchase. Social distancing and sanitizer were available. A magician entertained residents while they waited in line and while eating. The city also provided take home crafts for the kids.
7/15/2020	Dreamy Whip Wednesday at Flagship Park 5-7 p.m.	180	\$100 (\$.56 pp)	Dreamy Whip Ice Cream was set up for residents to purchase. Social distancing and sanitizer were available. Mike Koch entertained residents while they waited in line and while eating. The city provided a take home craft for the kids.
7/16/2020	Ponies in the Park at Silverlake Park 5:30-8:30 p.m.	Cancelled		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, pizza and a few other special items however most activities will be free.
7/29/2020	Free Swim Night at Silverlake 6:30- 9 p.m.	Cancelled		This event is for Erlanger Residents only and will include all access to the outdoor swimming area. Residents have to show proof of residency and sign a waiver upon arrival.
7/31/2020	Star Party at Flagship Park 8:30 p.m. - 10 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.

UPCOMING EVENTS

8/6/2020	Madcap Puppet Show at Rainbow Park 6-8 p.m.		\$535	The Madcap Puppets will perform "Pinocchio". The Erlanger/Elsmere schools will provide dinner for all children 18 and under.
8/14/2020	Shakespeare in Park Midsummer Night Dream at Flagship Park - 7 p.m.		\$1,000	The Cincinnati Shakespeare Company will perform " Midsummer Night Dream" .
8/28/2020	Shakespeare in the Park Romeo and Juliet at Flagship Park		Free	The Cincinnati Shakespeare Company will perform " Romeo and Juliet" .