

Administration Report
March 2020

To: Mayor and Council
Department Heads
From: Sherry Hoffman
Date: April 7, 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 April Update

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

All April events have been canceled or rescheduled.

Field and shelter permits have been suspended until further notice. No new permits are being issued.

The Depot Museum remains closed.

The Farmers Market will not open in April.

We are not scheduling passport appointments at this time.

Notary services have been suspended.

Large item trash collection has also been suspended.

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. I am proud to say that over the past three weeks, we have continued to function with only the above limitations. Below is an update on each employee.

Karen will not be returning to work until the Depot Museum reopens.

Kim has mailed all the redacted scholarship applications to the judges. She has been canceling and rescheduling April events.

Nyoka is taking all calls from home. She continues to process open records requests and assist with any waste collection questions or concerns.

Steve is taking all Building/Zoning calls from home. He occasionally needs to go into the office to print and mail permits. We currently have some items for auction on govdeals.com. Steve is overseeing this auction.

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.

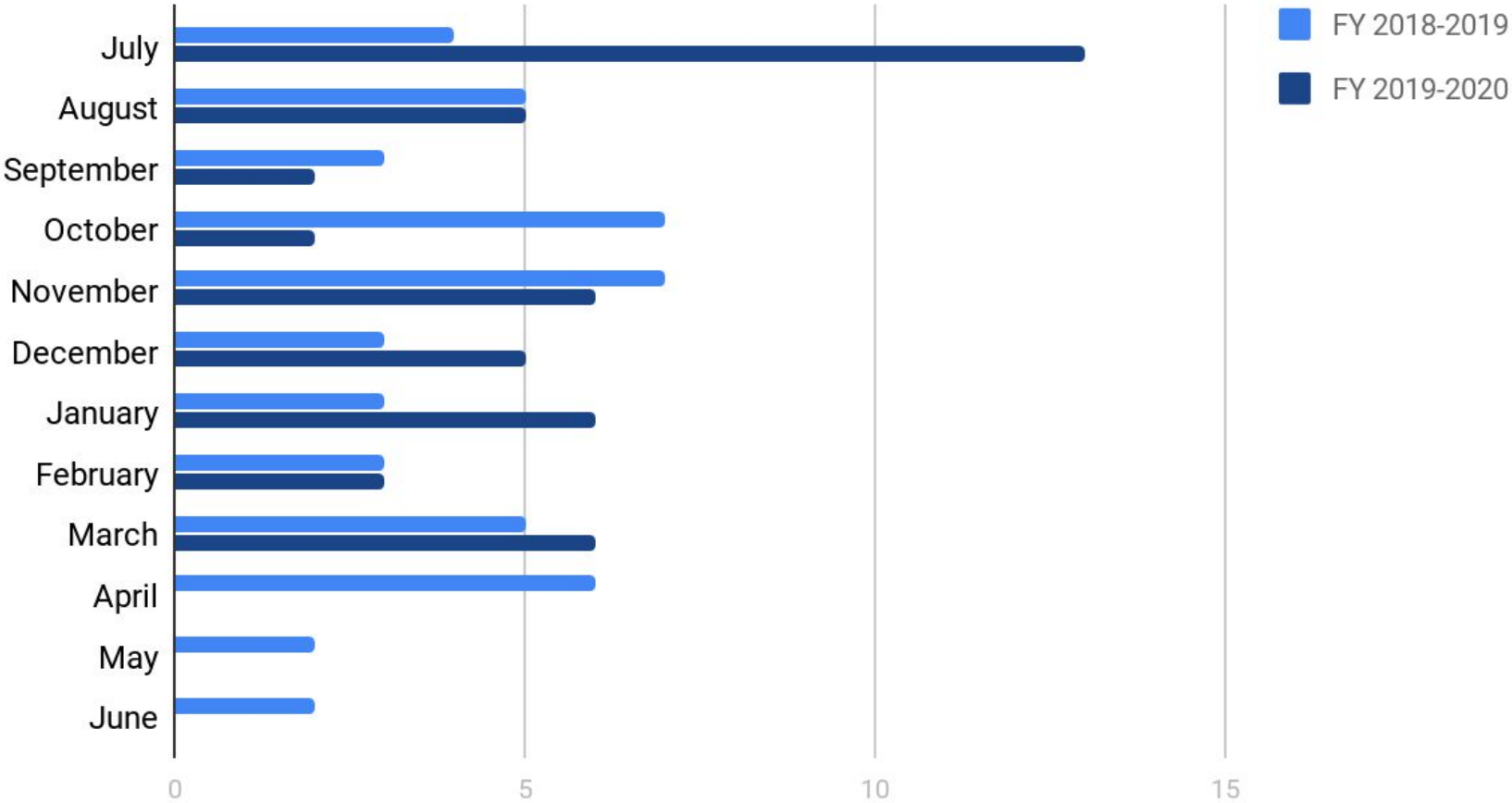
I am mainly working from home. My office phone has been forwarded to my cell phone. If anyone needs anything, please reach out to me.

Other Updates

The Municipal Road Aid resolution and agreement were submitted to and received by the Transportation Cabinet.

The Insurance Premium Tax ordinance was submitted to and received by the Kentucky Department of Insurance.

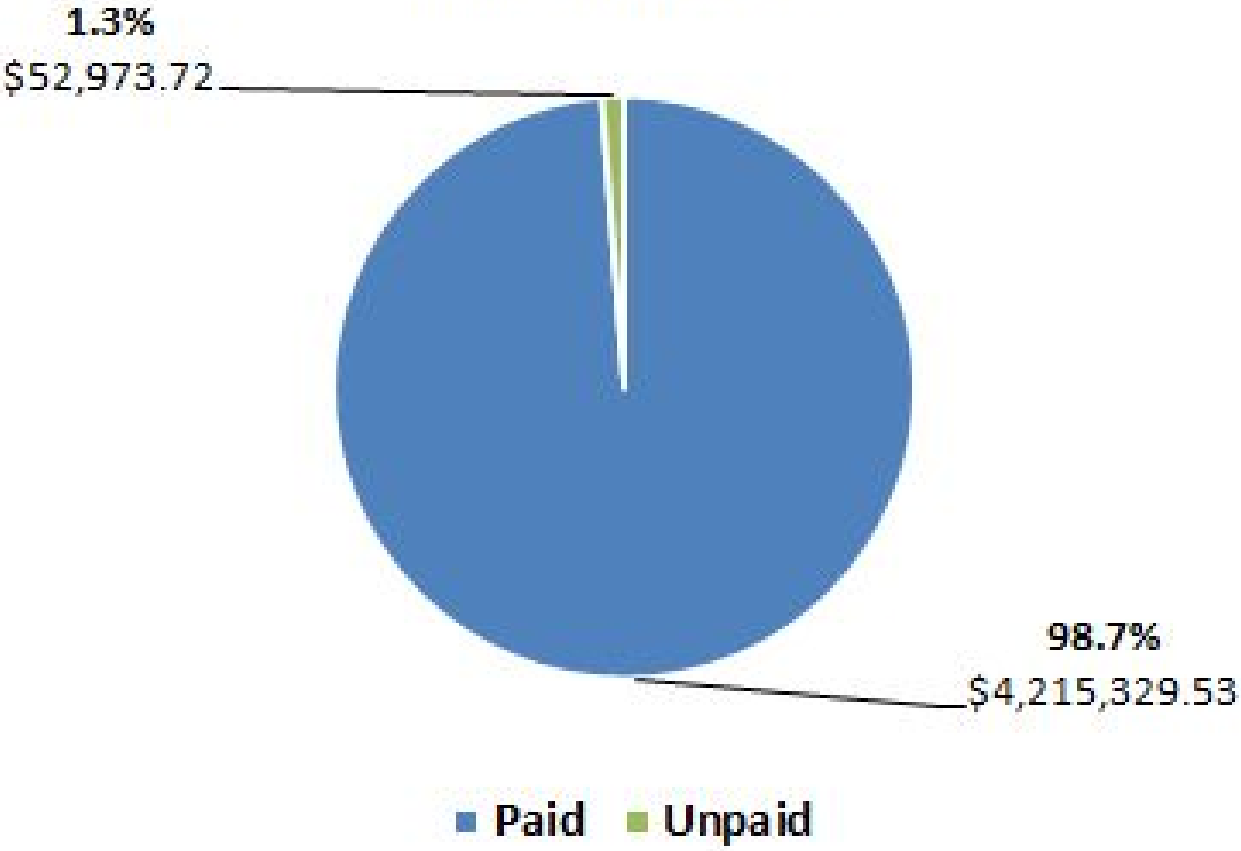
Waste Collection Concerns



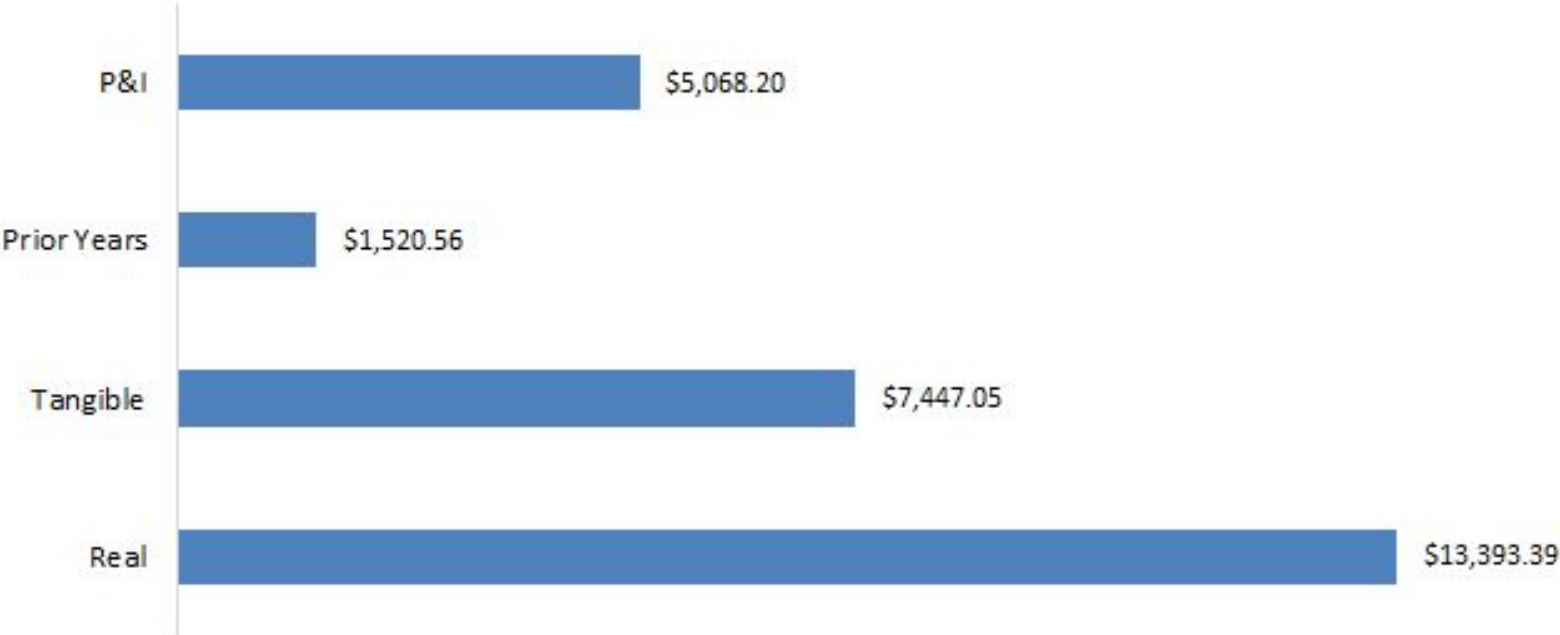
Passport Fees Collected



Property Tax Collection Tax Year 19-20



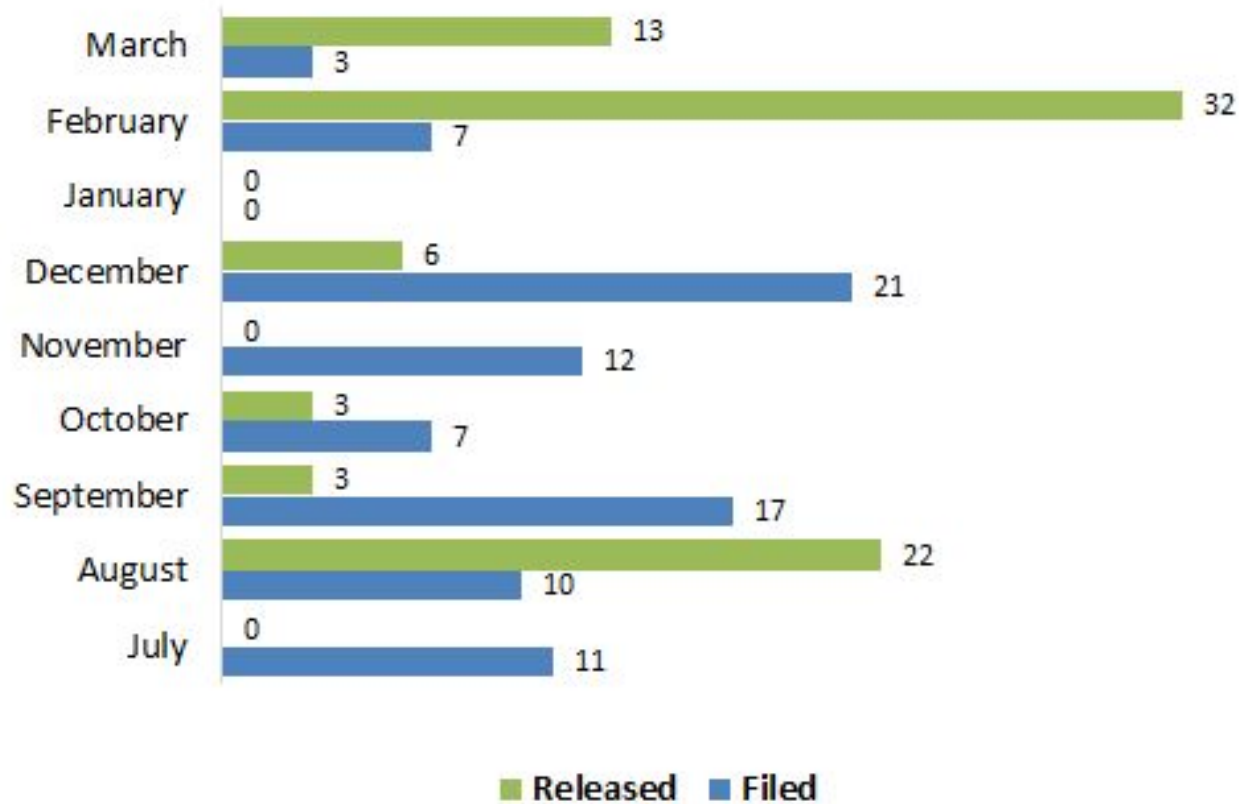
March Property Tax Collection



Code Enforcement Citations

Total Collected in February	Total Collected FY20
\$1,954.40	\$26,189.41

Code Enforcement Liens FY20



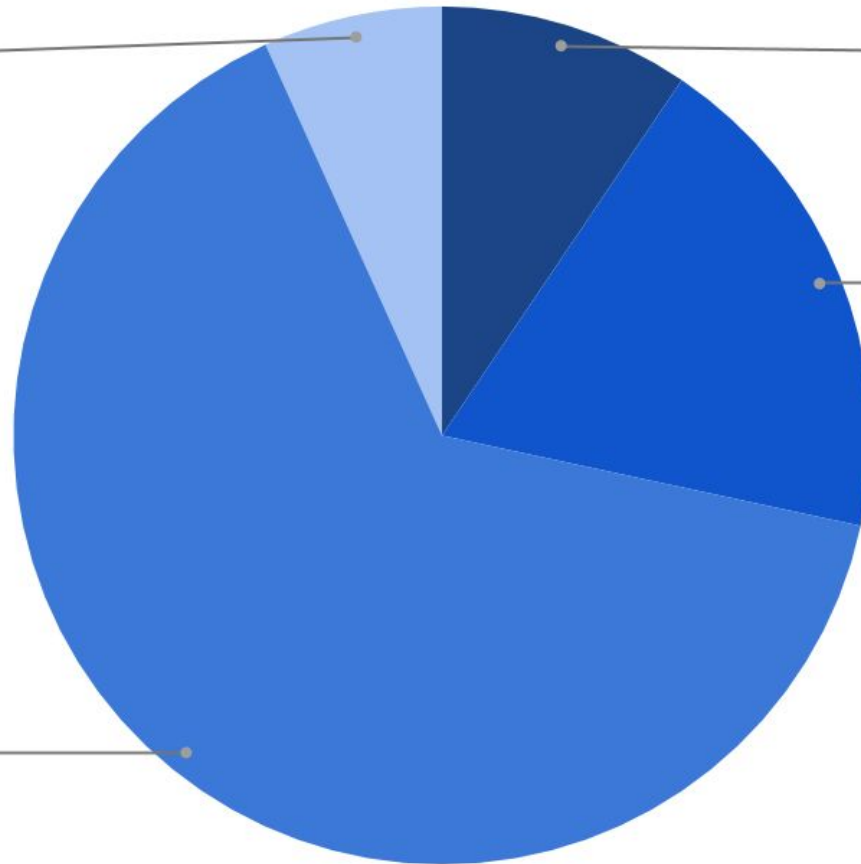
Open Records Request Total 74

Public Works
6.8%

General Government
9.5%

Fire/EMS
18.9%

Police
64.9%



Past Events

3/5/2020	“Unplug and Connect” Lego Party at City Building 6-8 p.m.	40	\$400	This was a NEW event for Erlanger residents. Children 5-12 years old created a build scene, picture, creature or theme build. It was a great way to let their imagination go wild. Everyone seemed to have a great time.
3/13/2020	City Community Achievement Scholarship Deadline	9	\$1,500	The City provides financial support for one graduating senior in the form of a \$1,500 scholarship to attend an accredited two or four-year college or technical school. The award is based on the ability to succeed in college or technical school. The deadline was March 13. Local business owners are currently judging all the applications.
3/19/2020	Tichenor Field Trip Various Locations All Day	Cancelled		Tichenor students would have toured various departments and locations throughout the city including the administration, police, public works and fire departments. Lunch would have been provided to all students.
3/26/2020	March Madness Employee Tailgate City Building 11:30 a.m. - 1 p.m.	Cancelled		This event would have been a fun team building luncheon for the employees. Employees were encouraged to bring an appetizer and to wear their favorite basketball team apparel.

UPCOMING 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.	RESCHEDULED TO MAY 28		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.