

Administration Report  
**May 2020**

To: Mayor, Council  
Department Heads  
From: Sherry Hoffman  
Date: June 2, 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 June Update**

The front office of the City Building remains closed to the public. A “soft opening” is being discussed for later in June. We will not schedule passport appointments until July.

All June events have been cancelled or rescheduled. Depot Days has been cancelled for the entire summer.

The park shelters are 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.

## **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. In mid-May, we were able to return to the office but only with 50% capacity. Below is an update on each employee.

Kim has cancelled all June events. She is working from home.

Joe resigned and has taken a new position with the City of Ft. Mitchell. The Front Desk Clerk position vacancy was advertised and applications and resumes are due Friday, June 5th.

Nyoka transferred to the Administrative Clerk position in May. However, she will answer all incoming calls until we hire a Front Desk Clerk. She is working from home M W F and is in the office on T TH.

Jen remains working from her office M-F. 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.

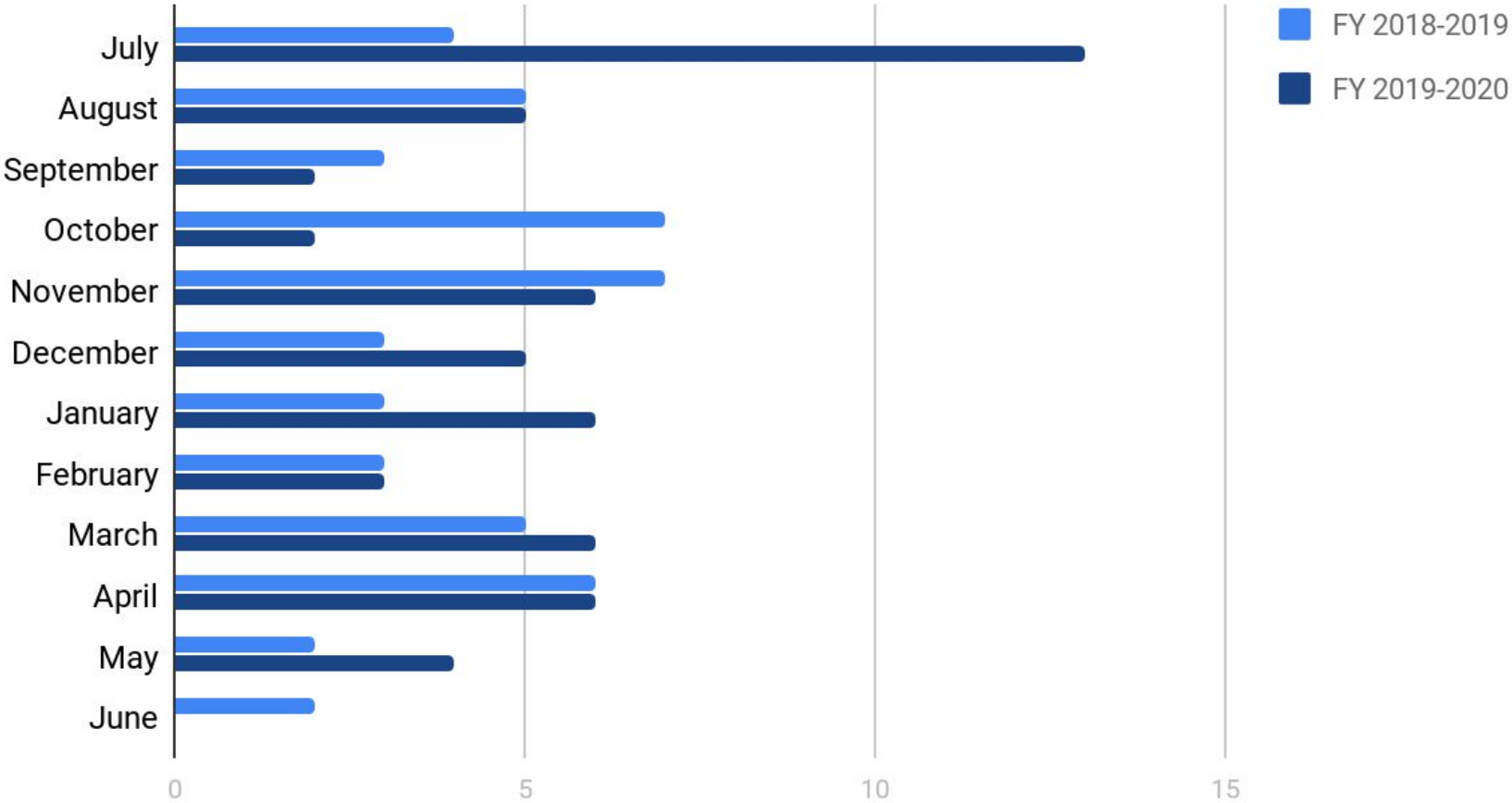
I am working from home on T TH and I am in the office on M W F. My office phone has been forwarded to my cell phone. If anyone needs anything, please reach out to me.

All the departments in General Government have coordinated staff hours in the office to maintain the 50% capacity guidelines set forth by the Governor.

## **Depot Museum Update**

Karen Haines resigned from the position of Museum Assistant in April. Due to the anticipated decrease in revenues caused by COVID-19, lowered tax rates, and budget cuts, we will not be filling this part-time position. I have spoken to an officer with the Historical Society and explained our situation. At this time the Museum is closed. However, Governor Beshear has announced that museums can reopen on June 8th. With confirmation from the City, the Historical Society hopes to resume their weekly meetings on that date with their monthly meeting being held on June 10th. It was expressed that members or volunteers of the Historical Society may be able to open the Museum on Saturdays. The possibility of volunteers opening the Museum is appreciated and supported by the City. The Historical Society is a group of volunteers who are committed to preserving the history of Erlanger. If you have any questions regarding Erlanger history, the families of Erlanger, or businesses from the past, please reach out to them at [ErlangerHistoricalSociety@gmail.com](mailto:ErlangerHistoricalSociety@gmail.com). They are a wealth of knowledge.

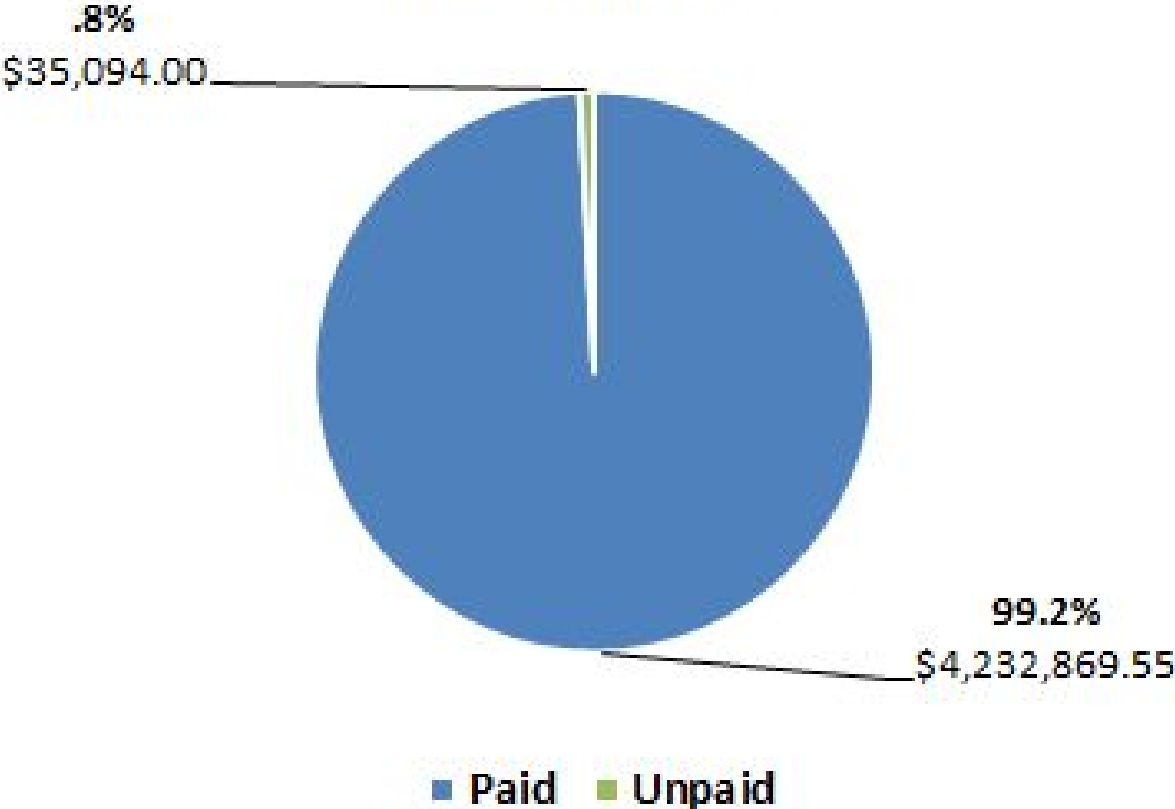
# Waste Collection Concerns



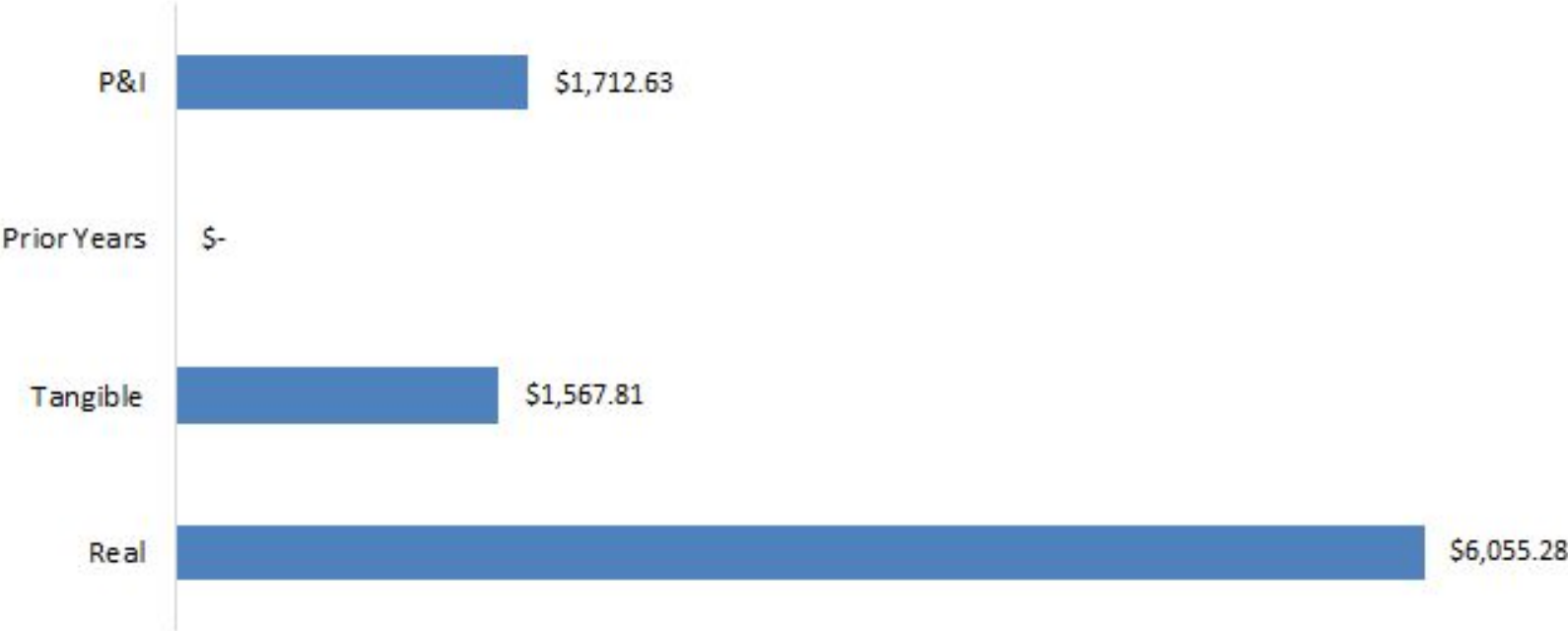
### Passport Fees Collected



# Property Tax Collection Tax Year 19-20



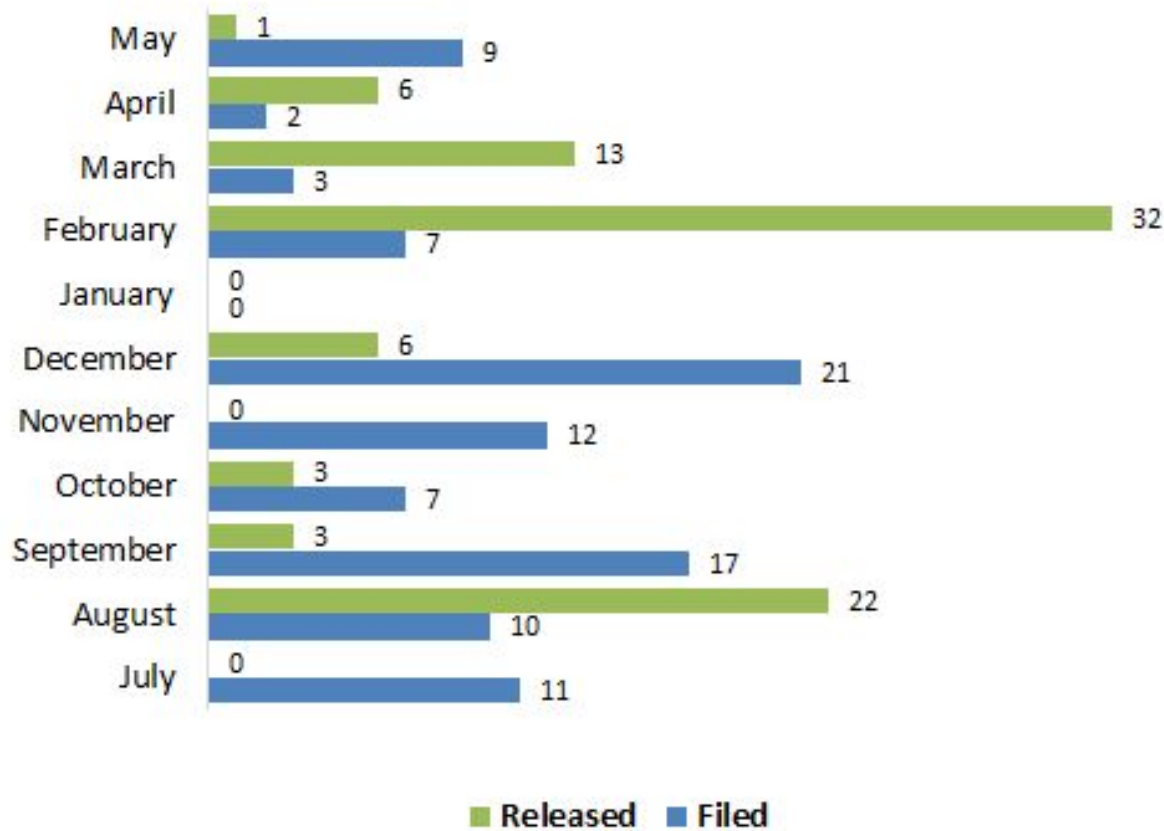
# May Property Tax Collection



## Code Enforcement Citations

Total Collected in May	Total Collected FY20
\$200.00	\$26,389.41

### Code Enforcement Liens FY20





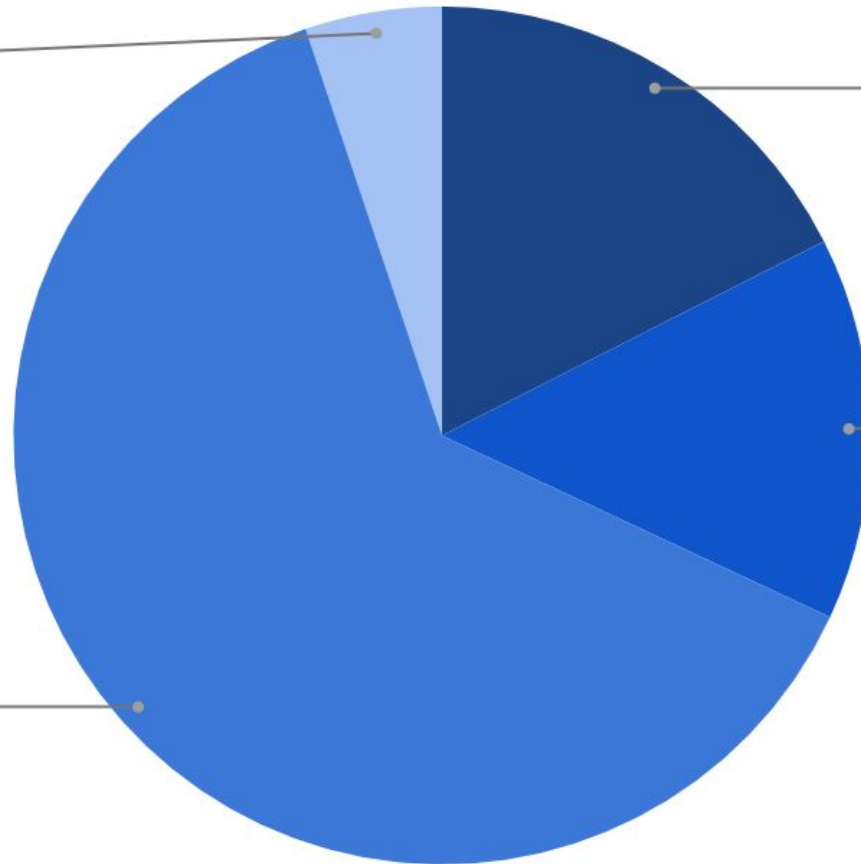
# Open Records Request Total 97

Public Works  
5.2%

General Government  
17.5%

Fire/EMS  
14.4%

Police  
62.9%



## PAST EVENTS

5/8/2020	<b>Art in the Park Spring Valley Park 6-8 p.m.</b>	Cancelled		
5/2020	<b>NKY Senior Games Ft. Thomas/Boone Woods Various Times throughout the month</b>	Cancelled		
5/28/2020	<b>Putt-Putt Night Erlanger Putt-Putt 6-8 p.m.</b>	106		Residents could play up to two rounds of miniature golf for free.

## UPCOMING EVENTS

6/2/2020- 6/30/2019	<b>Depot Days! at Depot Park Tuesdays and Thursdays 10:30 a.m. - 12 p.m.</b>	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 and the museum will be open afterward.
6/4/2020	<b>Touch A Truck at Lloyd 6-8 p.m.</b>	Cancelled		Public Works, Fire, Police and other vendors will display their vehicles and equipment for everyone to view. The Erlanger/Elsmere schools will provide free dinner to children 18 and under. The City will provide a DJ, free face painting and giveaways.
6/19/2020	<b>Night Circus Kenton County Library 6 p.m.</b>	Rescheduled to 9/11		This event is a partnership with the library that will include an aerial performance by Cincinnati Circus performers, face painters, tattoos and live music. There will be an ice cream truck and free popcorn and water. We will have a city booth and distribute information about upcoming events and small giveaways.
6/25/2020	<b>Honey Hill Petting Zoo at Rainbow Park 6-8 p.m.</b>	Cancelled		Honey Hill will provide a large petting zoo including a camel. The Erlanger/Elsmere Schools will provide free dinners for everyone 18 and under.