

Administration Report
November 2019

To: Mayor and Council
Department Heads
From: Sherry Hoffman
Date: December 3, 2019

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

The General Government offices will be closed on December 24th and 25th and January 1st.

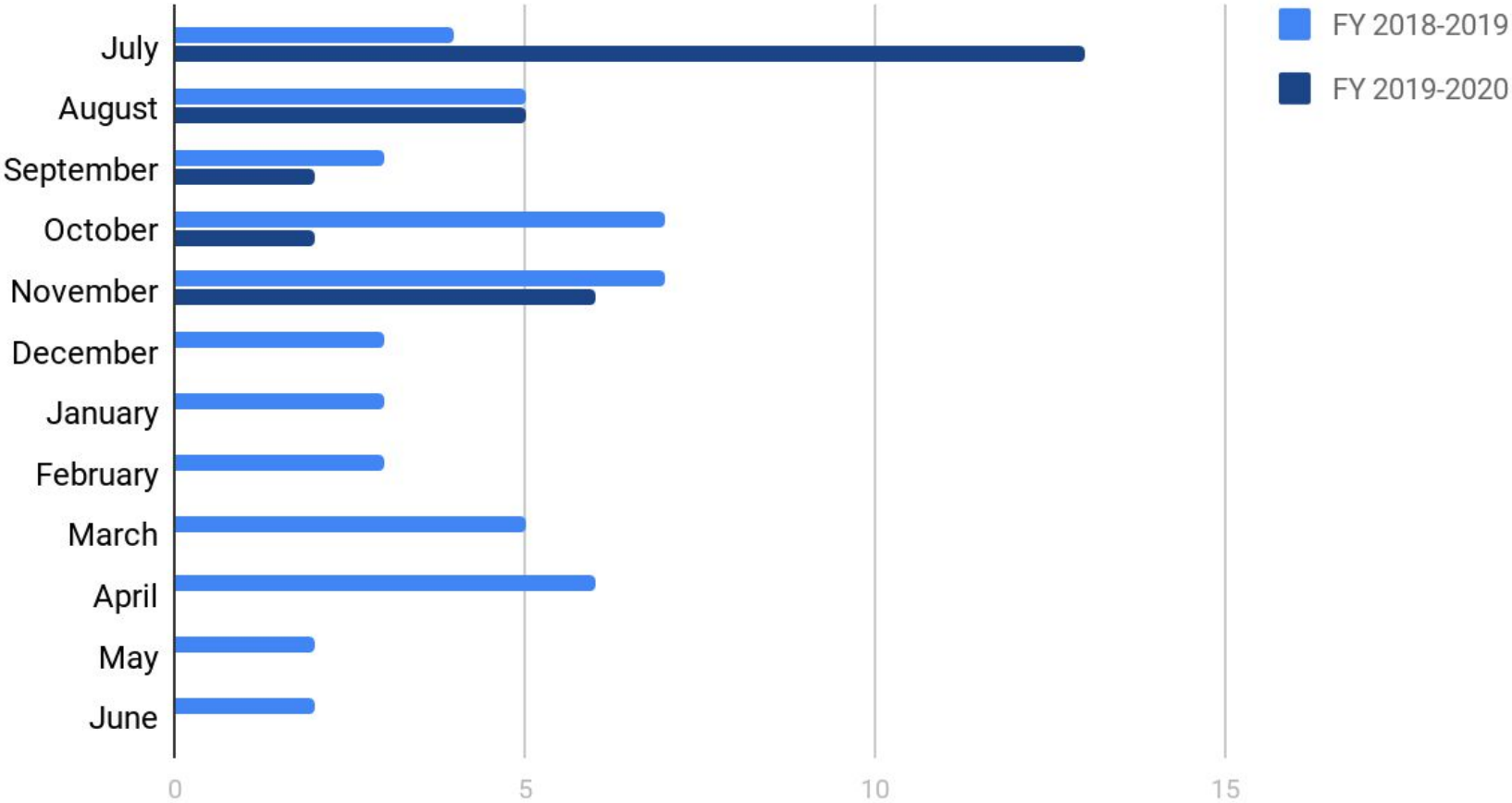
Service Pins will be given out at the City's Employee Christmas Party on December 13, 2019.

Depot Museum Report

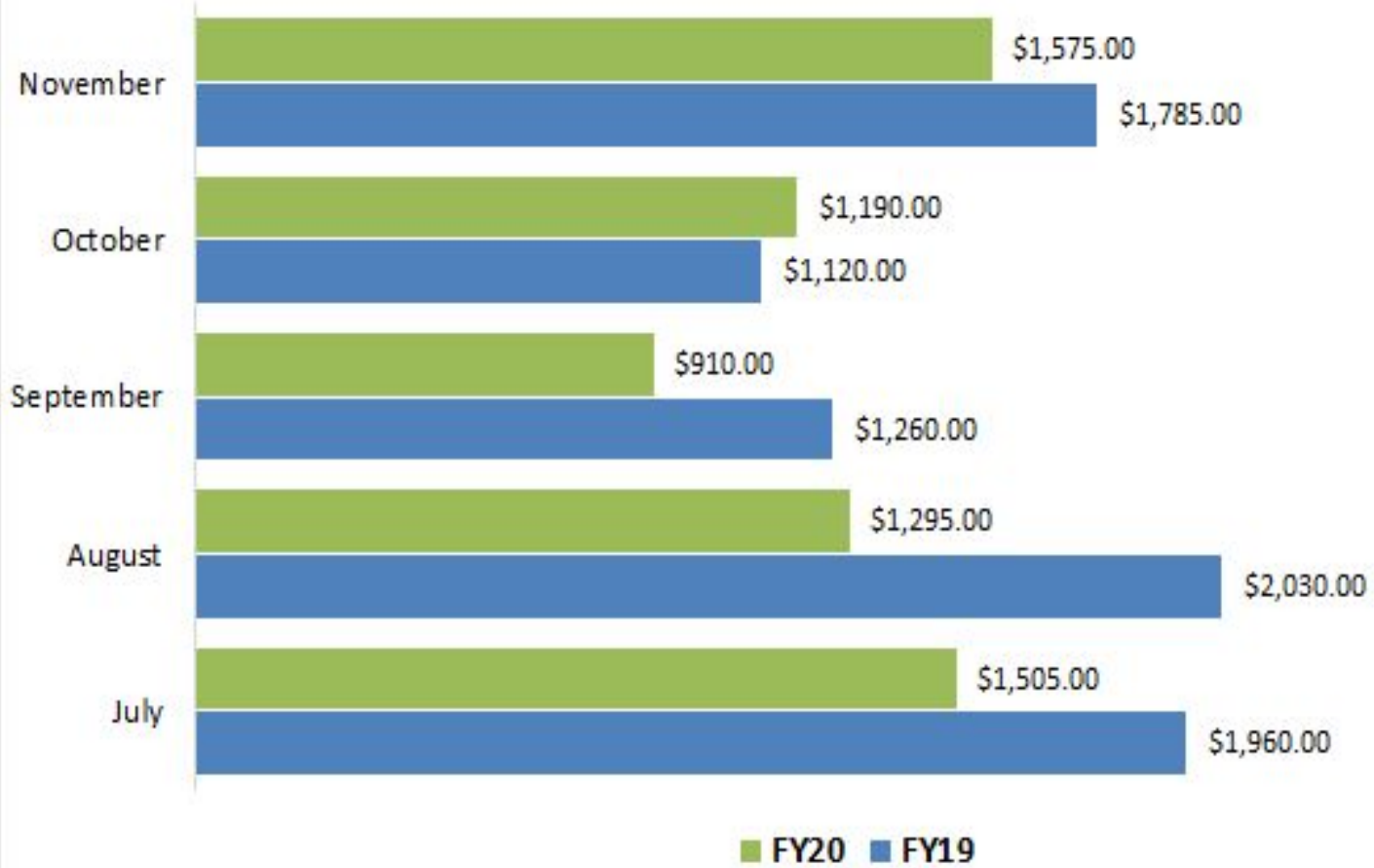
The Historical Society's next meeting is on December 11, 2019 at 7 PM.

The Depot Museum has closed and will re-open in March, 2020.

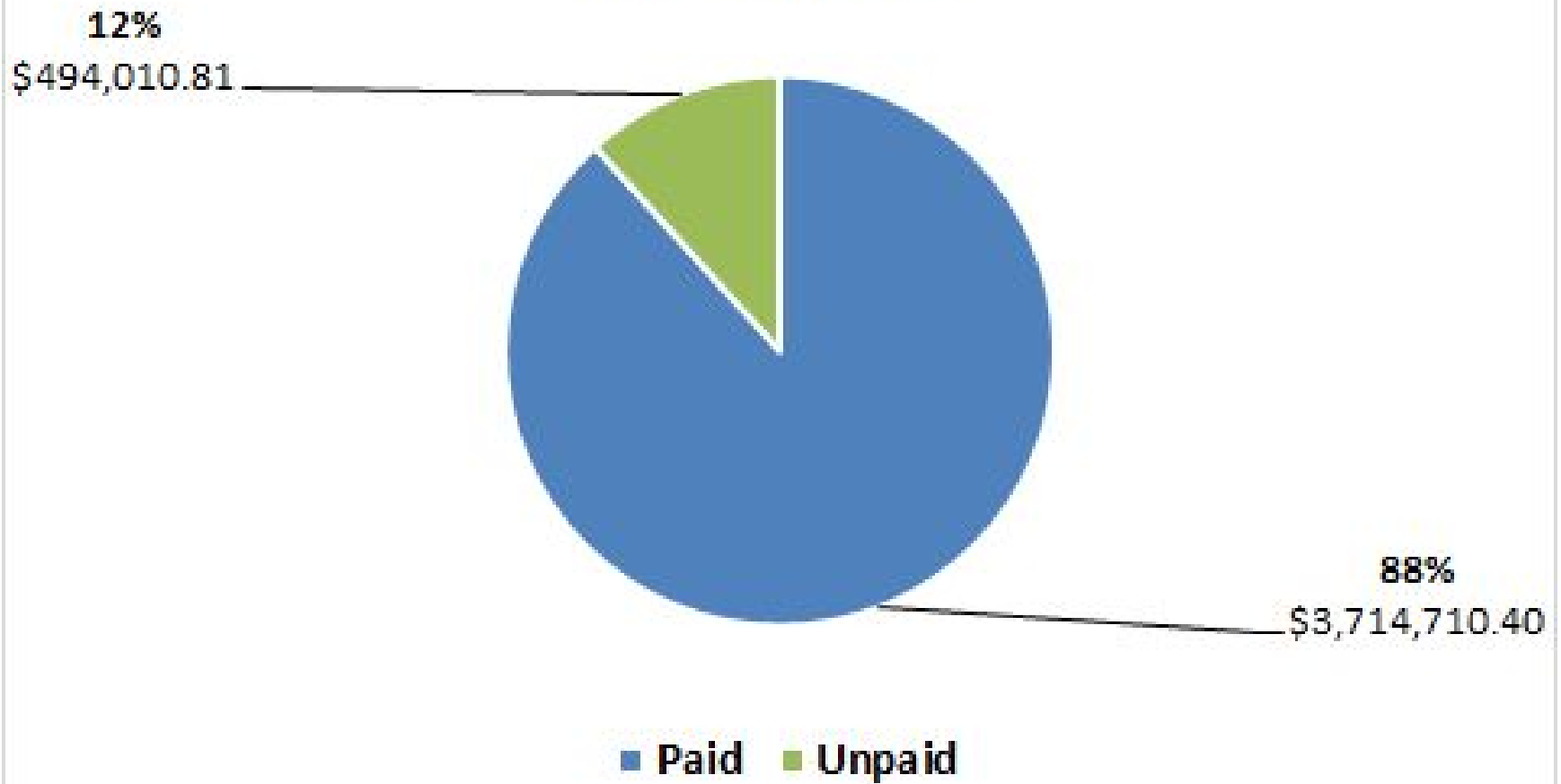
Waste Collection Concerns



Passport Fees Collected



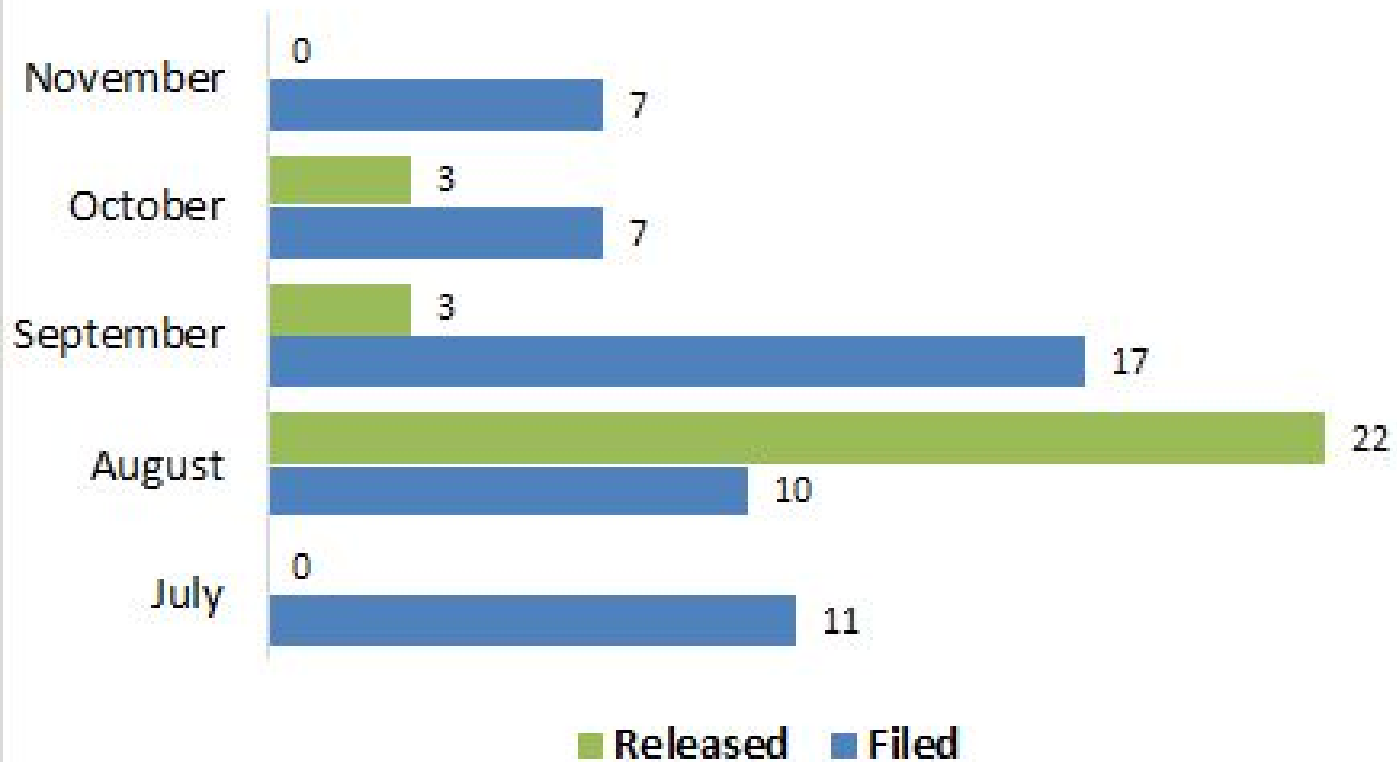
Property Tax Collection Tax Year 19-20



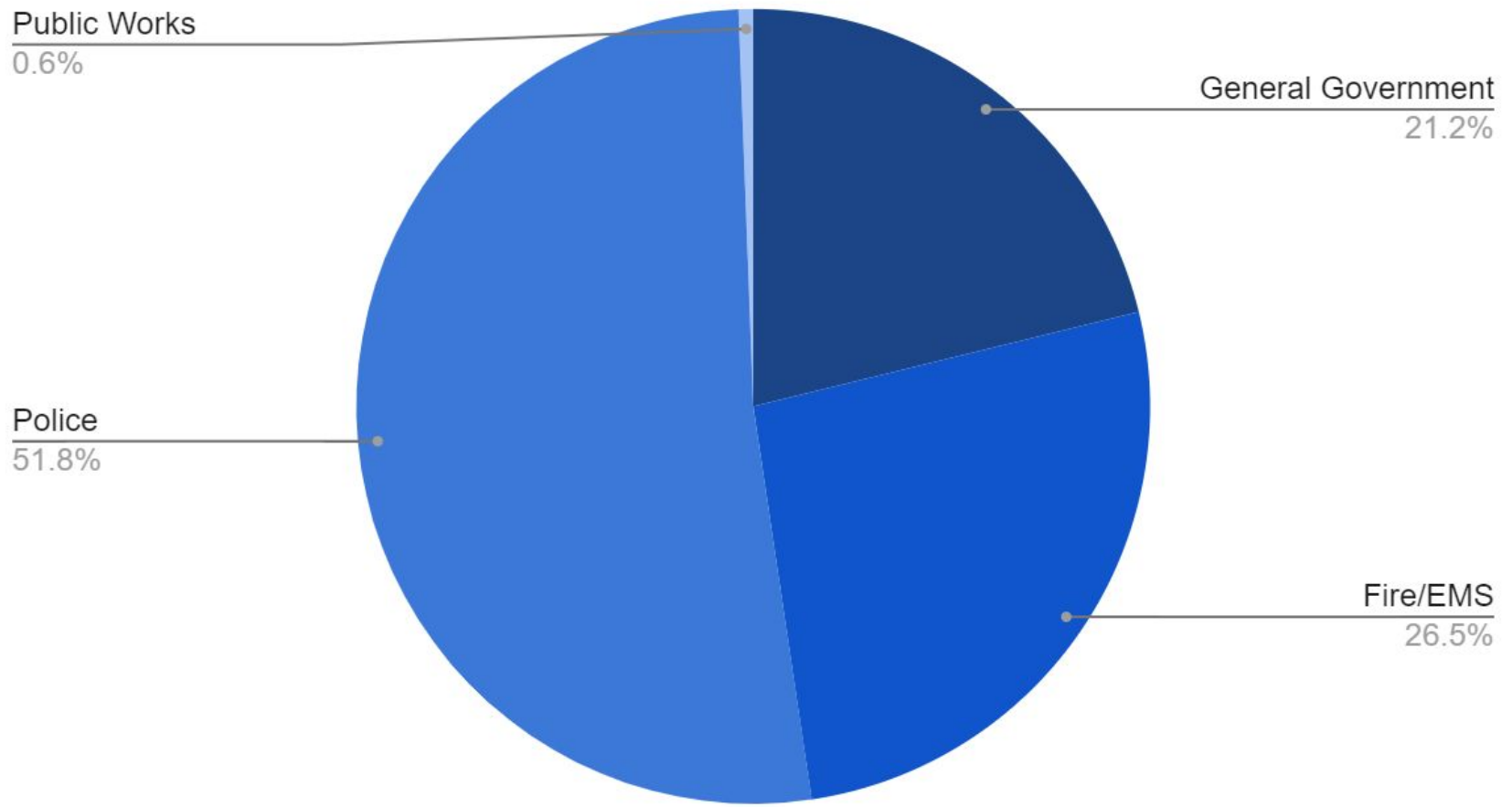
Code Enforcement Citations

Total Collected in October	Total Collected FY20
\$2,334.99	\$17,652.18

Code Enforcement Liens FY20



Open Record Request Total 170



Past Events

11/12/2019	Senior Thanksgiving Luncheon at City Building 11:30 a.m.	55	\$732.77 (\$13.32 pp)	The City hosted fifty-five Erlanger seniors for a Thanksgiving lunch with all the trimmings. City staff members assisted with serving the meals and we played several rounds of Bingo for prizes. Everyone had a great time.
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Upcoming Events

12/6/2019	Tree Lighting at City Building 6-8 p.m.			Santa and Mrs. Claus will arrive by snow plow to help light the tree and visit with the children. The elementary and high school choirs from the Erlanger/Elsmere schools will sing carols. Jennifer with the library will provide books and crafts in the council room. There will also be a stilt walker balloon artist. The city will provide hot chocolate, coffee, donut holes and cookies. The lobby will be decorated with ornaments made by the Erlanger/Elsmere elementary students.
12/6-8/19	Holiday Train Display at City Building Various Times			A model railroad with multiple operating lines and animated scenery will provide guest with the sights and sounds of the holiday season. Guest will receive free giveaways and can register for a chance to win a train set. This year's event coincides with the Tree Lighting, Cocoa with a Cop, and a performance by the Gentlemen of Swing Orchestra. It will be a weekend full of fun.
12/13/2019	Employee Christmas Party at Hand Me Downs 6-9 p.m.			We will celebrate the holiday season at the annual Holiday Party. Service pins will be given out to employees as well.