

Administration Report  
**September 2020**

To: Mayor, Council  
Department Heads  
From: Sherry Hoffman  
Date: October 6, 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.

**October Update**

Tax bills were mailed on September 30, 2020. To obtain the 2% discount, payments must be received by October 31, 2020. Postmark is accepted. The base amount is due December 31, 2020. To prepare for this year's tax season and in lieu of the pandemic and the need for social distancing, we have taken additional precautions. The sliding glass window at the Front Desk Clerk's station is being replaced with a sliding window that has an opening at the bottom. This will allow our Front Desk Clerk, Rachael LaPorte to keep the sliding window closed while being able to take payments and provide receipts. We remain open to the public and ask visitors to wear masks. Masks/hand sanitizer continue to be offered to employees.

The Public Works Department will be placing a mail vault next to the front doors. This will allow anyone to drop off payments, plans, mail, etc. after hours or in the instance if we should be working from home again. Thank you to Public Works for researching and ordering the mail vault for us. It is USPS approved.

Our regional passport center in Charleston, SC has now entered Phase 2 of processing passport applications. Since tax season started October 1, 2020, we will begin scheduling passport appointments November 2, 2020.

There are two events scheduled during the month of October. Our Event Planner, Kim Wolking will keep everyone posted via email and social media. Social media sites will be updated if there are any cancellations.

The park shelters remain open to Erlanger residents and permits are being issued.

The Farmers Market continues to remain open every Thursday from 2-6 p.m. in the parking lot of the Erlanger Baptist Church on Commonwealth Avenue.

## **Bids**

Bids for street striping and markings were received on September 3, 2020.

Bids for four cardiac monitors/defibrillators were received on September 18, 2020.

## **Team Members**

David Hahn retired on September 30, 2020 after 37 years of service to the City of Erlanger. His knowledge of the City just can't be replaced. Mr. Hahn was always the first one in the office each morning. His morning greetings will be greatly missed. If you didn't get a chance to say goodbye, please contact me.

We would like to extend a warm welcome to Emi Randall. Ms. Randall was appointed as the City's Director of Economic Development. Prior to joining Erlanger, she served as the Director of Planning and Zoning Administration with the Northern Kentucky Planning Development Services.

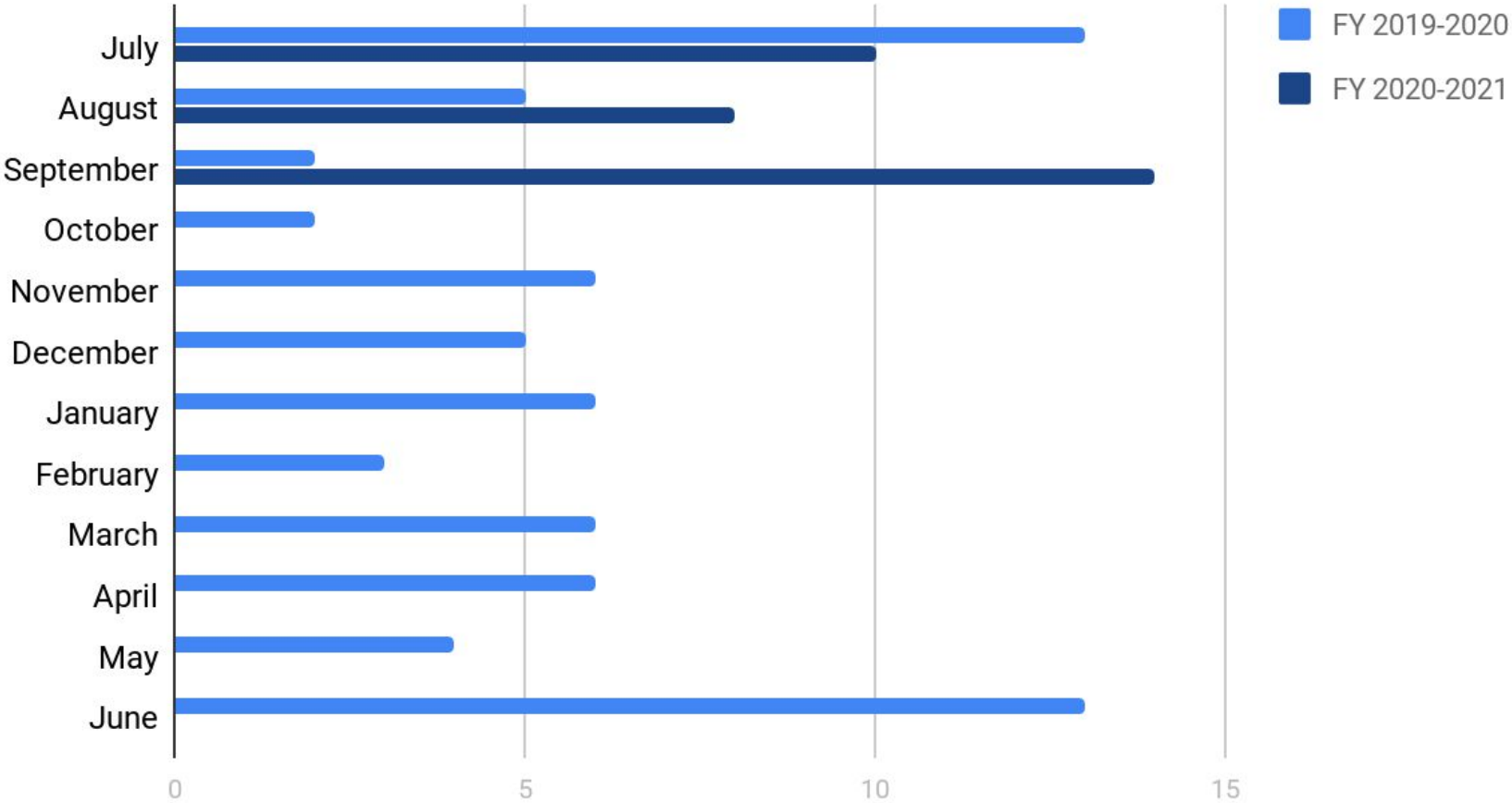
Ignite student and Erlanger intern Ashley Wilbers has been working with the departments in General Government and Strategic Advisors to update information on the City's website, [www.erlangerky.gov](http://www.erlangerky.gov). She has forwarded the final change requests and Strategic will be working towards finishing the project. Thank you Ashley and to everyone who assisted her in reaching this goal! There were many changes, so it may take Strategic awhile to complete it. If anyone has any questions, please do not hesitate to contact me.

## **Depot Museum Update**

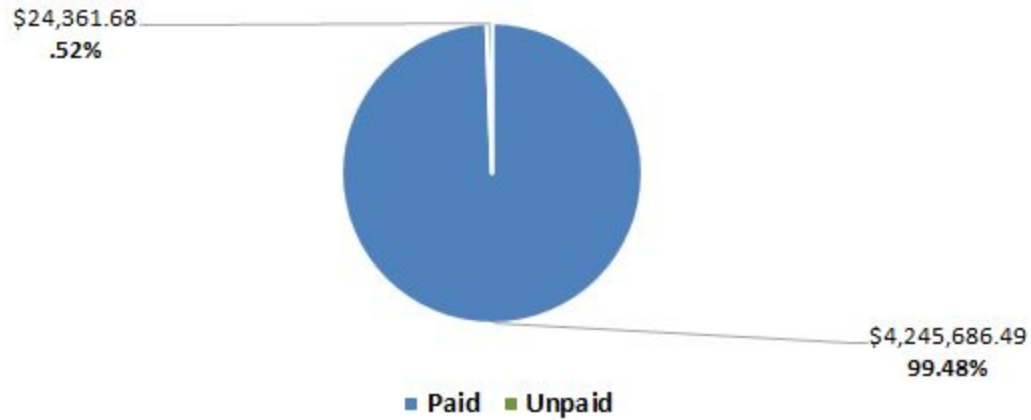
Volunteers with the Historical Society are opening the Depot Museum on Saturdays from 1:00-5:00 p.m. The Historical Society can be reached at [ErlangerHistoricalSociety@gmail.com](mailto:ErlangerHistoricalSociety@gmail.com).

The Historical Society meets every second Wednesday at 7:00 p.m. Their next meeting is October 14, 2020.

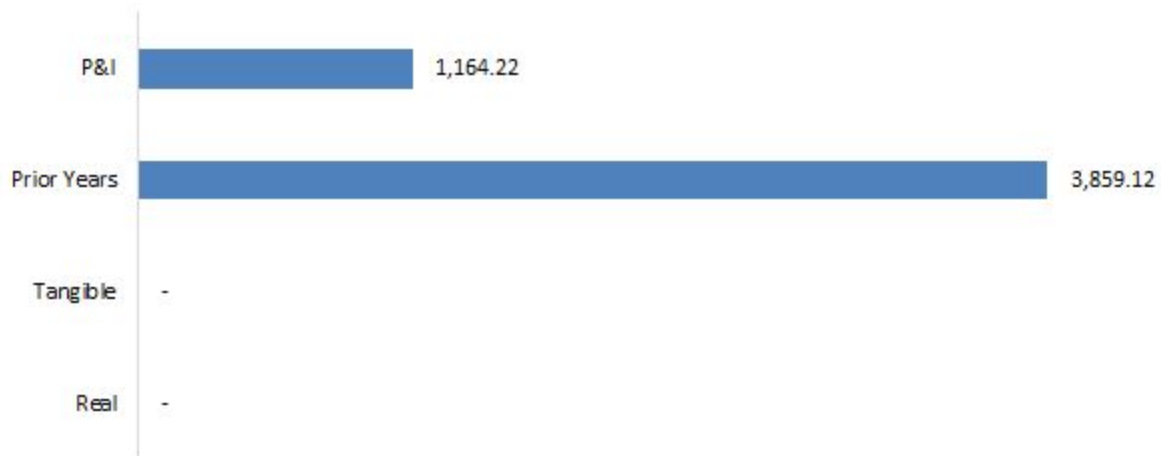
# Waste Collection Concerns



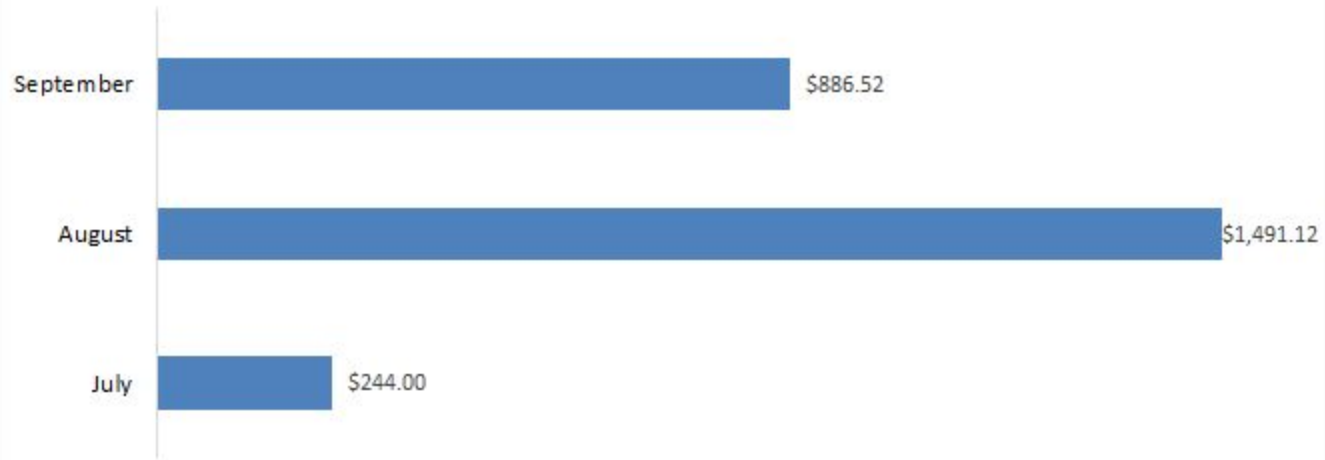
### Property Tax Collection Tax Year 19-20



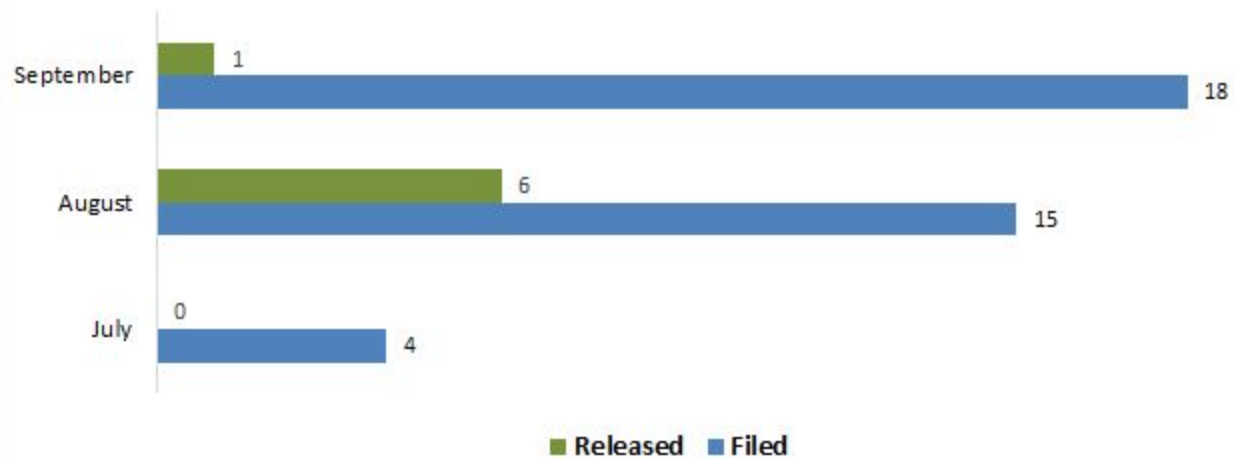
### September Property Tax Collection



### Code Enforcement Fines Collected



### Code Enforcement Liens



### Passport Fees Collected



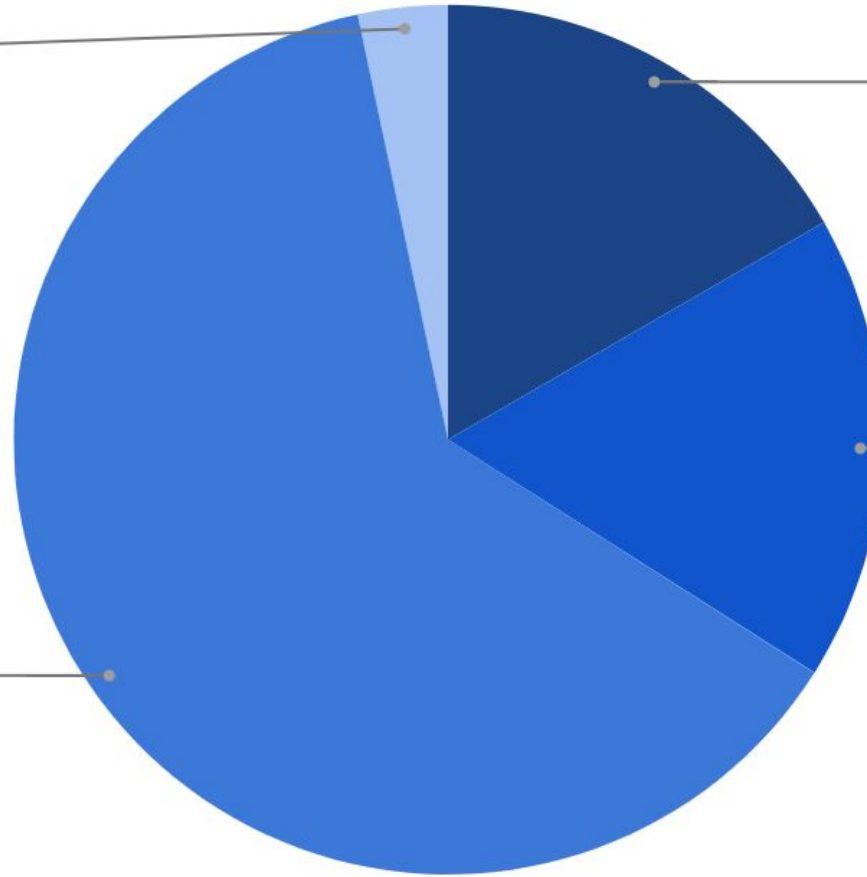
# Open Records Request Total 150

Public Works  
3.3%

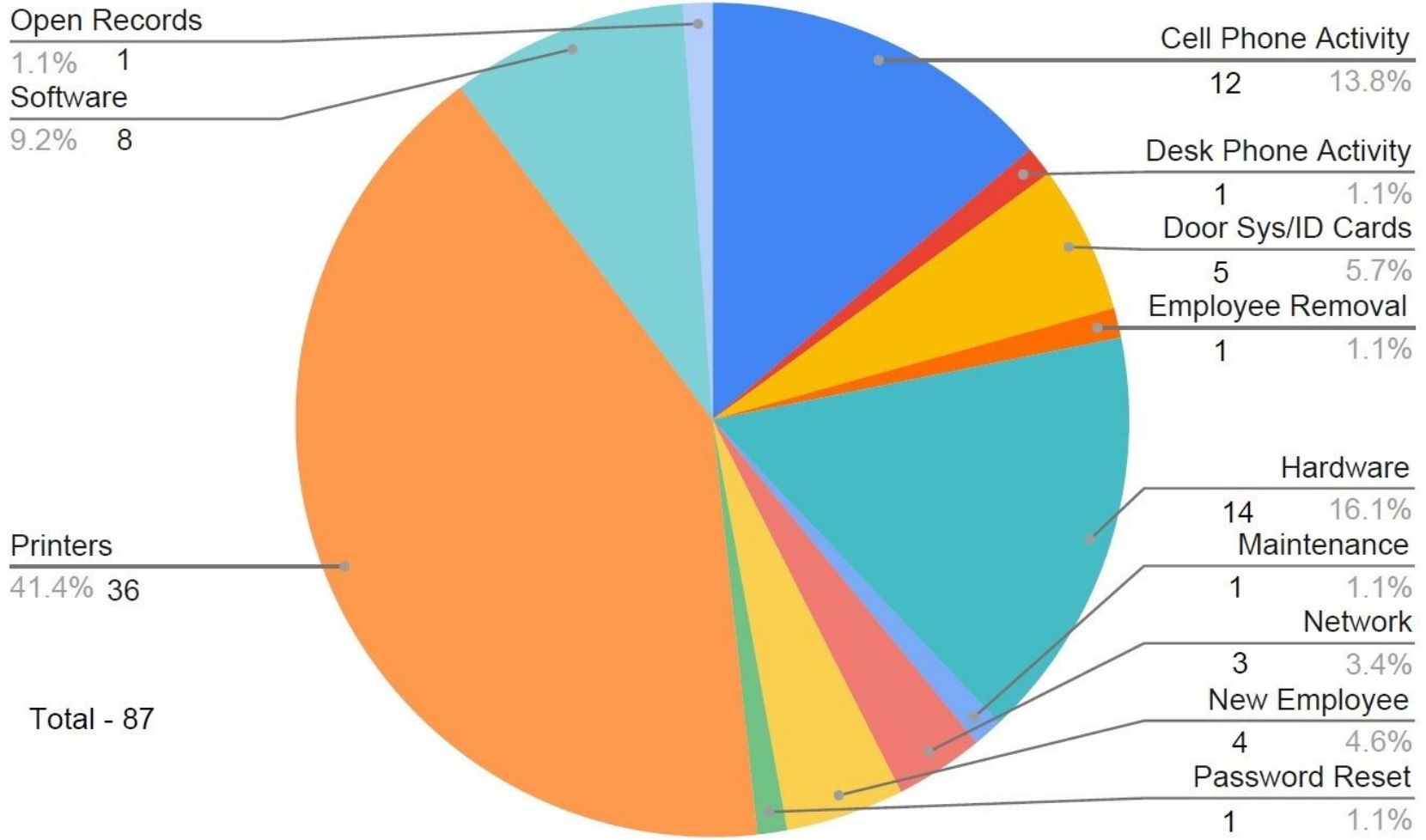
General Government  
16.7%

Fire/EMS  
17.3%

Police  
62.7%



IT Categories and Numbers Sept 1-28-2020





## PAST EVENTS

9/2/2020- 9/30/2020	<b>Free Yoga classes at Flagship Park Wednesday evenings 6-7 p.m.</b>	9/2- 15 9/9 - 7 9/16 - 12 9/23 - 10 9/30 -9 53 total	\$125 (\$2.36 pp)	Residents were invited to join us for an hour of movement that included stretching, strengthening and relaxation. This was a Vinyasa flow yoga class, social distancing of course, all levels were welcome. Participants brought their own yoga props needed. We collected 85 items for BeCon.
9/12/2020	<b>Moonshine Drive Concert at Flagship Park 7-9 p.m.</b>	70	\$600 (\$8.57 pp)	Moonshine Drive performed Bluegrass music at Flagship Park. Everyone had a nice time.
9/25/2020	<b>Community Block Party at Tichenor 6-8 p.m.</b>	Canceled		This is a great event for Erlanger residents to celebrate the start of the school year. In addition to all Erlanger/ Elsmere Schools being present, there will be various vendors and community organizations and a whole area devoted to Early Childhood. The City will distribute information and raffle off backpacks.

## UPCOMING EVENTS

10/17/2020	<b>The movie “Casper” and Dreamy Whip at Depot Park 7-9:30 p.m.</b>			The youth Halloween Carnival portion of this event was cancelled due to Covid. We will still be showing the movie ‘Casper” at 7 p.m. Dreamy Whip will be available for purchase and all children 12 and under will receive a Halloween treat bag.
10/25/2020	<b>Pumpkin Decorating Contest at City Building 10 a.m. - noon 7- 8 p.m. pumpkin viewing (weather permitting)</b>			This is a new program. Residents can drop off decorated and carved pumpkins at the city building for judging from 3-4 p.m. Prizes will be awarded in the various categories at 6:45 p.m. Pumpkins will then be displayed in front of the city building from 7-8 p.m. for the public to view, weather permitting.