

**CITY OF LOVELAND  
MEMORANDUM**

**TO:** Mayor and Council  
**FROM:** David Kennedy, City Manager  
**RE:** Weekly Update  
**DATE:** March 20, 2020

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**Administration**

The week was centered around adjusting to Monday's decision to close City buildings to the public and enact a reduction of staff in the office due to the Coronavirus outbreak. An announcement regarding future operations was distributed and can also be obtained at:

<https://www.lovelandoh.gov/CivicAlerts.aspx?AID=198>. This action was taken following a Monday morning Department Head meeting which included advice from City Solicitor, Joe Braun.

**City Hall**

Starting with City Hall, staff jumped right into action working on a schedule that reduced time spent in the office, while making sure that the needs of our residents and business owners were being met. Based on my conversations with Customer Service Representative, Mandy Lucas and Utility Billing Clerk, Lisa Craig, all residents have been very cooperative in adjusting their utility payment methods, with City Hall walk-in payments no longer available. Also, Finance Clerk, Dawn Everett, prepared a flyer to provide to residents with all the necessary contact information for the Regional Income Tax Agency (RITA) to ease filing and payment of their income taxes.

Under the guidance of Assistant City Manager, Tom Smith, Building and Zoning Clerk, Becky Noel and Zoning and Economic Development Specialist, Eva Wisby have been splitting their duties to make sure the permitting and inspections needs of the City are being maintained.

Assistant to the City Manager, Misty Brents and I are sharing the duties of Public Information Officer (PIO), utilizing all available forms of social media to keep residents up to date with news and important links regarding COVID-19.

The City's finances remain under control, thanks to the efforts of Assistant Finance Director, Barbara Turcotte and Director of Finance, Michelle Byrde. Michelle has established new line items for the purposes of monitoring all associated COVID-19 expenses.

The following is a summary of actions taken by City Staff to do our part to reduce the spread of COVID-19:

- Restricted water shut offs
- Closed all City buildings to public access
- Closed all public restrooms
- Canceled all committee meetings
- Allowed some City staff to work remotely

- Reduced City staffing in the Office
- Deferred/Continued all Mayor’s Court Cases until May 7.
- Maintained security and access into the City Water Plant
- Improved communication to our residents with the addition of a dedicated “Button” on our home page for important links and updates on the virus



Also this week, following the recommendation of downtown restaurant owners and Cee Cee Collins from the Little Miami River Chamber Alliance, the City purchased signs to establish dedicated parking spaces for carryout orders along Railroad Avenue. As the week went on, the spaces were being utilized more often and were expanded to an additional location. A newsflash including this information was distributed to the public via the City’s website. The message can be viewed at: <https://www.lovelandoh.gov/CivicAlerts.aspx?AID=198>. We are continuing conversations with our downtown businesses and the chamber to determine other ways to support them during the restaurant shutdown.



Other COVID-19 activities for the week included a review of budgeted capital improvement projects and equipment purchases that could be suspended. In total, 15 projects, totaling over \$550,000 were suspended, until such time as the impact of the virus outbreak on the City’s finances can be fully evaluated.

Following her participation on a nearly 2-hour White House Coronavirus Briefing via teleconference, Mayor Kathy Bailey prepared a message to our community which was posted on the City's website and Facebook. Response to the Mayor's message has been very positive. Mayor Bailey's message can be found at: <https://www.lovelandoh.gov/CivicAlerts.aspx?AID=199>.

We are strongly encouraging the public to sign up, via the City's website, for newsflash, updates, alerts and announcements. Residents can do so by visiting: <https://www.lovelandoh.gov/MyAccount/ProfileCreate?dn=https://www.lovelandoh.gov&from=url&url=/>. Once they create a username and password, they can select which information they want to subscribe to. The process is very easy and takes about 2 minutes.

### **Emergency Services**

Police Chief Sean Rahe and Fire Chief Otto Huber, in addition to assuring the health of their employees, have been the City's primary contacts with our neighboring emergency services agencies. Both Chiefs sit in on daily briefings, relay pertinent information to City staff and most importantly, assure that the safety of our residents has gone uncompromised. The City began Incident Command System protocols and the Loveland Symmes Fire Department generated the City Incident Action Plan.

### **Upcoming Meetings/Events**

The March 24, City Council meeting has been canceled  
No other meetings scheduled for next week