**CITY OF FAIRFIELD**

**CITY OFFICES CLOSED TO THE PUBLIC**

March 17, 2020

12:00 PM EST

Effective immediately the Fairfield Municipal Building, the Municipal Annex, the Community Arts Center and all other publicly accessed buildings/facilities will be closed to the general public until further notice.  City offices will remain open and available to conduct City business via telephone or email.  For further clarification of available services, please see the statements below by department.

**Police Department** – The Fairfield Police Department will continue to provide standard response to emergency calls.  However, to limit exposure to Police personnel and the public, we ask that any non-emergency business with the department be conducted by telephone or email.  If you need in-person assistance, the inner lobby of the Department will be open.

**Fire Department** – The Fire Department will respond to all emergency calls. The foyer at Fire Headquarters on Nilles Road will remain accessible. Emergency phones are available next to entrances of each of the City’s three fire stations.

**Building and Zoning** – Approved permits that are ready will be emailed to the applicant upon receipt of payment.  Payments will be accepted via credit card. Pending permits will continue to be reviewed.  Questions or concerns regarding pending permits will be handled via email at buildingandzoning@fairfieldoh.gov or telephone at (513) 867-5318.

**Utility Billing – Customers are encouraged to pay their utility bills by mail; online via the payment portal on the City’s website at** [www.faifieldoh.gov](http://www.faifieldoh.gov) **or by telephone at (513) 867-5370. Should you have any questions regarding your bill you may email City at** utility\_billing@fairfield-city.org**.**

Mailing address:

City of Fairfield Utility Billing

5350 Pleasant Avenue

Fairfield, OH 45014

**Tax/Finance** - DROP-OFF TAX RETURN PREPARATION IS STILL AVAILABLE

Please mail, email, or fax your forms to the Fairfield Income Tax Department or drop them off in the outside box at the Municipal Annex entrance.  Please include your phone number and email for us to contact you if needed.

When dropping off or sending your information, please provide copies of your:

* W-2s (be sure include the version that shows taxes paid to other cities, if any, in Box 18)
* Schedule C
* Schedule E
* 1099 Misc.
* Federal 1040

We will prepare your tax return and mail the final return after completed. **Should you have any questions regarding your return contact the City at** income.tax@fairfieldoh.gov; by phone at (513) 867-5327; or by fax at (513) 867-5333

Mailing address:

City of Fairfield Income Tax

701 Wessel Drive

Fairfield, OH 45014

**Public Works** – The crews will be working; however, contact with the public will be limited.

**Parks & Recreation** – All Parks & Recreation facilities and programs will be closed and/or suspended until further notice.

Thank you for your continued patience as we work collectively to contain the spread of the COVID-19 virus. This situation is unprecedented in our lifetimes and we are committed to following the rules and orders of the U.S. Government and the State of Ohio as well as practicing the guidelines presented by our health organizations.  As this situation is constantly changing and updates are provided on a daily basis, please watch for additional information through the City’s email listservs and social media platforms.

Mark T. Wendling

City Manager

The City of Fairfield continues to receive regular updates from the Butler County General Health District (BCGHD), the Ohio Department of Health (ODH), and the Center for Disease Control (CDC).  As updates are received, the City will post the information on our social media platforms and thorough our email notification system.