



CITY OF LANCASTER

David L. Scheffler

104 East Main Street

Room 101

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COVID-19 CITY OPERATIONS

April 6, 2020

The next few weeks promise to be difficult as our lives are disrupted in many ways. Every day brings more negative news. The whole scenario seems like a bad dream from which we will surely awake soon. But this predicament is temporary and we will recover. Now is the time to stretch limits in caring, communicating and helping the elderly, neighbors, friends, family and the small business community. Be a leader in your network and put a spotlight on the good, the positive and working to get through this together.

Social distancing does not mean hole up and stop doing and creating. If you are sick, stay home. If you need help, ask for it. If you have an imagination, time, treasure and resources, contribute. There will be much need. The vulnerable population, the elderly and medically compromised, should avoid every possible exposure so they may need assistance with grocery shopping and other household errands and chores. Lend a hand, extend a courtesy, help those in need. Shop at the City's small businesses.

In order to safeguard the public and employees and in compliance with state and federal guidelines the City offices will change operations as follows:

City Hall Building – 104 E. Main Street – This building is closed to the public until 5/1/2020.

Utilities Collection Office – Along with making payments online, payments can also be dropped off in the night drop box outside the Broad Street door or at any Fairfield (Park) National Bank location. Customers that need assistance or have general billing questions are encouraged to call the office at 740-687-6627 or email at utilities@ci.lancaster.oh.us. We will not be terminating services or reading inside meters during this time.

Income Tax Office – In order to continue to service the community, we are offering drop-off tax preparation. Taxpayers may drop off copies of their tax documents in our drop box outside City Hall. Our auditors will prepare the return and contact the taxpayer with the results. We will send a copy of the prepared return to the taxpayer's records. We are available at 740-687-6606 or email at taxrequest@ci.lancaster.oh.us. The filing deadline will be extended to July 15, 2020.

Community Development – We will be working by appointment only. We can be reached at 740-687-6663 for all questions and other business.

Administrative Offices – The Mayor, Service Safety Director and Human Resources offices will be open by appointment only. The Mayor’s office can be reached at 740-687-6600 or mayor@ci.lancaster.oh.us. The Service Safety Director can be reached at 740-687-6608 or servicedirector@ci.lancaster.oh.us. Human Resources can be reached at 740-687-6676 or personnel@ci.lancaster.oh.us.

City Hall Annex, 121 E. Chestnut Street – This building is closed to the public until 5/1/2020.

The City departments housed here are closed to the public and available by appointment only:

Engineering, Stormwater & Certified Building Department. See below for contact information:

Contact for Engineering: 740-687-6614 or mnoland@ci.lancaster.oh.us.

Contact for Stormwater: 740-681-5070 or dcrews@ci.lancaster.oh.us.

Contact for Certified Building: 740-687-6649 or gdavis@ci.lancaster.oh.us.

Municipal Court Building, 136 W. Main Street – public restrictions are being implemented.

There are no jury trials until 5/1/2020. The courts are reducing the number of in-person appointments, hearings, etc. Probation is still monitoring cases and drug testing is still active.

Contact the Clerk’s office at 740-687-6621 if you have a question regarding a court matter or the Probation office at 740-687-6686 with questions regarding Probation.

All other City buildings that house the various departments are closed to the public.

All City services will continue as usual with limited public exposure. Extra trash will be collected without additional charges (bulk items excepted).

Sincerely,



David L. Scheffler

Mayor