



Interoffice Memorandum

TO: City Council
FROM: City Manager Wayne Davis *W.D.*
DATE: March 16, 2020
SUBJECT: Coronavirus Prevention Update

I want to share an update on how the City of Centerville is responding to the COVID-19 health crisis. The safety and health of our community, including our employees, residents and visitors, is of the utmost importance.

As far as we know, none of our employees have tested positive for COVID-19. In an effort to protect our community, we are taking extra precautions and preventative measures. Since this situation is complex and ever-changing, we expect our plans will change. All of these changes to our "normal" service delivery are being instituted for the short-term to mitigate exposure of the public and our personnel in an effort to ensure continuity of services.

At this time, we are encouraging the community to limit contact with City employees. If personal contact is necessary, we encourage social distancing.

The following are steps taken as of today.

Community Communication:

- An emergency banner and latest information page has been added to our website (centervilleohio.gov/coronavirus) to update residents on information coming from the Centers for Disease Control and Public Health – Dayton & Montgomery County. We have also created a list of impacts specific to Centerville residents and continue to update this page frequently.
- Residents are also being updated through social media and e-notifications.
- As always, please use the City's website (centervilleohio.gov) as a source of communication and information.

Employee Prevention/Communication:

- We have been updating employees through the City Manager's Friday Update for the past three weeks as to the prevention and spread of COVID-19.
- On Friday, I communicated directly with all staff and directed Senior Staff to follow up with their employees as to whether any were experiencing hardships related to Coronavirus. To date, we have not received any information from staff regarding personal hardships.
- Leadership is meeting on an ongoing basis regarding COVID-19 status.
- All employees are being directed to share any changes in health or personal situations.
- We have increased prevention measures in terms of cleaning and sanitation and purchased additional hand sanitizer dispensers.

Meetings:

- City Council is continuing with its normal meeting schedule and encouraging residents to stay home and watch the live feed on MVCC Channel 5. Any citizen comments can, as always, send their thoughts to the Clerk of Council at tdavis@centervilleohio.gov, who can read them aloud during the meeting.
- Planning Commission is also having meetings as scheduled. We are encouraging residents to stay home and send their comments to information@centervilleohio.gov to have them read aloud during the meeting.
- We are limiting in-person meetings in the City and encouraging staff to reschedule meetings or communicate through other means.
- Regarding external meetings, we are in contact with our partners (other political jurisdictions, institutions, vendors and professional organizations) and making decisions on a case-by-case basis.
- Please contact Centerville Clerk of Council Teri Davis at tdavis@centervilleohio.gov for communications with Centerville City Council.

Police:

- Police officers are essential personnel. Command staff is communicating frequently with officers and dispatchers and encouraging safe practices.
- Our officers will be present at the start and close of business for large shops that have adapted their hours.
- Police continue to respond to medic calls, but officers are no longer entering places like nursing homes or doctors' offices unless needed by firefighters/EMT.
- The Centerville Police Department (CPD) lobby has been closed to visitors. People with an emergency can still enter the front vestibule and can communicate with dispatchers through the glass.
- Fingerprinting services have been suspended, including Webcheck.
- The Training Center is closed for large events until further notice.

Public Works:

- Public Works employs many essential personnel. We are communicating frequently with staff members and promoting safe work practices.
- Refuse and recyclables collection will remain on schedule at this time. If we have to make adjustments to the schedule, we will widely communicate those changes. We are communicating that all trash MUST be at the curb by 7:00 a.m. on your scheduled pick-up day to ensure collection. We will continue to service scheduled bulk trash pick-ups this week, but we will not schedule additional special bulk trash pick-ups until further notice.
- The Public Works building is closed to the public until further notice. Visitors can contact Public works by phone at (937) 428-4782.
- We are instructing residents to use the drop-off box behind the Municipal Building for their waste payments rather than paying in person at Public Works.
- We will continue to monitor weather and road conditions. Pre-treating and snow removal on roads will continue as usual.

Golf Club at Yankee Trace:

- Golf operations continue. Golf cars are being disinfected after every use.
- Many scheduled golf outings and events have self-cancelled.
- The golf simulators are closed until further notice.
- Supervisors are reminding employees frequently about prevention and encouraging safe practices.

- Sunday Brunch and all other restaurant events are cancelled until further notice.
- The restaurant is closed for normal operations, but we are organizing carryout service in the restaurant and for Fish Fry Friday.
- Upon request, we are attempting to accommodate single-rider cars based upon availability and business discretion.
- Common areas and shared items are being cleaned and sanitized many times throughout the day.
- Any request for a new event in the coming weeks will be addressed on a case-by-case basis.

Benham's Grove:

- There are currently no events scheduled for the remainder of the month.
- April events will be addressed on a case-by-case basis.
- Any request for a new event in the coming weeks will need to be discussed and reviewed for approval.

Development Department:

- Building Inspection, Code Enforcement, and Planning remain open and will continue to provide plan review and inspection services, however approvals may be delayed. To mitigate potential for spreading viruses, electronic plan submission is encouraged and staff will be periodically disinfecting areas open to the public. Development Department staff will continue to offer assistance to applicants, but in-person meetings at the City Building may be postponed.

Building Inspection:

- Building Inspectors will continue to offer both commercial and residential building inspection services. Inspection staff has been instructed to ask about flu symptoms before entering a residence, and all non-immediate residential inspections (i.e. HVAC, water-heaters) will be postponed. Centerville relies on external partners for fire and plumbing inspection services which may delay approvals.
- Completed building applications can be emailed to buildinginspection@centervilleohio.gov. Payment is due when approved plans are picked-up.
- Large format plan sets will still need mailed or delivered to the Centerville City Building.

Code Enforcement:

- Code Enforcement inspectors will continue to identify issues and respond to citizen complaints. Inspectors will exclusively use written notices and refrain from personal interactions with residents. All non-emergency residential rental inspections will be postponed.
- All inspection staff are advised to wear gloves and possibly protective gear depending on the situation.

Planning:

- Completed planning and zoning applications can be emailed to planning@centervilleohio.gov. Payment is due at time of submittal and can be paid via credit card over the phone by calling (937) 433-7151.
- Large-format plan sets will still need mailed or delivered to the Centerville City Building. Please deliver plans to the Building Inspection counter, which is accessible from the back parking lot.
- Citizens wishing to provide public comment related to an upcoming Public Hearing may call or email the Planning Division. All comments will be shared by staff during the hearing.

Finance/ Income Tax:

- The Finance Department and Income Tax Division are open for business but closed to the public until further notice.
- The American Institute of Certified Public Accountants (AICPA) has indicated a likely extension from the IRS for the filing and payment deadline of April 15, possibly up to 90 days. If that happens, we will communicate that widely with residents.
- Residents are encouraged to utilize several other options available to prepare, file or pay their local income taxes.
 - Taxpayers can prepare and/or file their tax return electronically if they meet the requirements listed on the Income Tax page on the City's website.
 - Payments can also be made online by visiting the Income Tax page on the City's website.
 - Residents can take advantage of the blue drop box in the parking lot behind the Municipal Building that accepts Income Tax returns and payments.
 - Residents can mail in their tax return information (Centerville tax form, W-2's, 1099 Miscellaneous, Federal Schedules, etc.) and the Income Tax staff will prepare and process the return.
 - Tax return information can also be faxed to the Income Tax Department directly at 937-433-0310.
- Please visit the Income Tax page on the City's website for additional information.
 - <https://www.centervilleohio.gov/government/income-tax>

Volunteers:

- Yankee Trace volunteers were not scheduled to report until April 1. We have requested no volunteers until further notice. Laura Filaseta and Steve Marino are working on an email orientation and have cancelled the scheduled in-person orientation.
- Volunteer couriers have been instructed to forego City deliveries and remain at home until further notice. We are encouraging email communication whenever possible and will use the United States Postal Service between City buildings until further notice.
- Other volunteers, as well as City interns, are being given the option to continue working or to cancel their shifts at their preference. We have encouraged them to communicate openly for planning purposes.

General Government Philosophy: We are doing our best in all areas to sustain our operations as we adapt to a rapidly-changing environment. As always, customer service is our number one priority. We will ask everyone to practice patience and use sound judgment as we work to mitigate the exposures in our community to COVID-19 and continue our municipal operations.

Our Customer Service Philosophy: We deliver prompt and courteous service to all customers. Since we are only as good as our last customer service experience, we relentlessly pursue innovation, problem solving and value for our community.

We are doing all of the above, and we will continue to do so through the resolution of this pandemic and beyond.