**CITY OF MADEIRA**

**CITY OFFICES CLOSED TO THE PUBLIC**

March 16, 2020

11:20 AM EST

Effective immediately the City Municipal Building will be closed to the public.  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 Police Department will continue to provide standard response to emergency calls.  However, to limit exposure to Police personnel and the public, we ask that if you have non-emergency business to conduct with the department it is done so by telephone or email.  If you need in-person assistance, the inner lobby of the Department will be open.

**Madeira Indian Hill Joint Fire District** – The Fire Department will respond to emergency calls.

**Primary Election** – Per the State of Ohio and Hamilton County Board of Elections, the March 17th Primary will be held.  For those voting at the Municipal Building, you will have access to the voting area.  Crews will be cleaning the “high touch” areas on a regular schedule.

**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 still continued to be reviewed.  Questions or concerns regarding pending permits will be handled via email or telephone.

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

Please mail, email, or fax your forms to the Madeira Tax Department.   Or they can be dropped off in the outside box at the Municipal Building entrance.  Please include your phone number and email for us to contact you if needed.

Taxes may also be filed electronically on our website: [www.madeiracity.com](http://www.madeiracity.com/)

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

We will prepare your tax return and mail the final return after completed. Reminder – we still need to get a copy of the signed return and W-2’s for the online tax filing.  Email: tax@madeiracity.com Phone: 513.272.4212 Fax: 513.272.4211

Mailing address:

City of Madeira Tax Office

7141 Miami Ave

Cincinnati, OH 45243

**Centennial Room** – The Centennial Room in the Madeira Municipal Building will be closed to the public until further notice.  All events scheduled for the Centennial Room are postponed.  If you have an event scheduled for the room in the near future, you will be contacted by City staff.  If you have any questions, please call the City Offices at 513-561-7228.

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

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.

Thomas W. Moeller

City Manager

The City of Madeira continues to receive regular updates from the Hamilton County Public Health District (HCPHD), 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.