



City of Clyde

MEMO

COVID - 19 Response Plan
March 23, 2020

The City of Clyde Finance Department has worked on a Response Plan for operations during this COVID -19 pandemic. Our plan was developed to try and maintain essential functions and finances of the City. During this time, the Governor of Ohio, Mike DeWine has put orders of "Stay at Home". This creates many questions and unknowns for people. We at the Finance Department are doing our best to continue a high level of service with reduced staffing. With that in mind, we will be implementing temporary changes. The Finance office will be closed to the public. The drive thru will also be closed. We can still be contacted 419-547-0575 for additional questions.

UTILITIES

Utility payments will still be accepted by the way of the outside lane of the Drop box, US Mail, ACH, Credit Card (fee applies) and payments at Drug Mart. **Payments will still have a due date.**

Utility Sign Ups - Customers will need to call the office 419-547-0575, or email utility@clydeohio.org to request a sign up card and further instructions.

Disconnects - THERE WILL BE NO DISCONNECTS FOR NON PAYMENT OF UTILITIES FOR APRIL 8 SHUTOFF. Bills will still be the responsibility of the account holder.

Utility Bill Past Due Penalty- The 10% penalty WILL BE WAIVED FOR THE MONTHS OF MARCH AND APRIL.

TAXES

The City will be following the IRS change for tax dues date. **Clyde City Income Tax will be due July 15.** This is an extension from the traditional April 15 due date. With the extended filing date, there will not be a penalty for failure to file or pay for the 2019 tax return until July 15.

Taxes can be submitted via Mail, or Drop Box. Our City of Clyde website (clydeohio.org) has blank forms for completing returns. Tax Questions please call 419-547-8917 or email tax@clydeohio.org

MISC.

Community Room rental - There will be NO reservations for the community room until further notice.

Please call 419-547-0575 if there are further questions.

Thank you,

Craig Davis
City of Clyde - Finance Director