



## Public Notice

### **CITY TO ADJUST OPERATIONS IN RESPONSE TO INCREASING COVID-19 RISK**

#### ***THESE MEASURES WILL ENSURE CONTINUATION OF CITY SERVICES.***

Out of concerns related to the COVID virus and the rising number of cases, South Lyon City Hall will be closed to the public until further notice beginning at 5:00 pm Thursday, November 19<sup>th</sup>. City staff will still be attending to City business by email and phone. Limited appointments may be available by calling 248-437-1735.

“With the health and safety of residents and City employees being of the utmost importance, the City is choosing to be proactive in hopes of avoiding disruption to city services that would result if multiple employees were to be exposed or diagnosed with COVID-19”, states Paul Zelenak, City Manager.

Effective at 5:00 pm November 19, 2020, the following changes will be in effect until further notice:

- City offices will be closed to the public
- To conduct City-related business, please contact the appropriate department by email or phone. City staff may accommodate some in-person services by appointment under limited circumstances. Appointments may be made by calling the appropriate phone number below or by emailing the appropriate staff person. A mask is required to be worn at all times when entering City Hall / School Administration Building. Please do not enter the building if you have any symptoms or COVID-19.
- The Police Department has suspended citizen fingerprinting and preliminary breath testing. One party at a time inside lobby area. A mask must be worn when entering lobby.
- If you need to speak with someone at the City during business hours, you may call:
  - City Hall: 248-437-1735 (8:30 am – 5:00 pm)
  - Fire Department: 248-437-2616 (7:00 am – 5:00 pm)
  - Police Department: 248-348-0911 (8:00 am – 4:00 pm)
  - Water/Sewer Facility: 248-437-4006 (7:30am - 3:30 pm)
  - Department of Public Works: 248-437-6914 (7:30 am - 3:30pm)

Payments for taxes, utility bills, and items for the building department may be placed in the drop box at the entrance to the City Parking Lot. A second drop box is also available inside the building lobby. If you would like a receipt, please make a note of that on your payment envelope, and we will mail you a receipt. You may also pay your taxes or utility bills online at [www.southlyonmi.org](http://www.southlyonmi.org). Please be aware of a 3% processing fee for online payments.

[www.oakgov.com/covid](http://www.oakgov.com/covid)

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

[www.cdc.gov/coronavirus/2019-ncov/index](http://www.cdc.gov/coronavirus/2019-ncov/index)