



## Media Release

**FOR IMMEDIATE RELEASE  
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### **CITY UPDATE ON RE-OPENING STAGE ONE**

*The City of Batavia establishes rules and regulations to ensure the safety of residents and employees at all City facilities*

**BATAVIA, NEW YORK- The City of Batavia will re-open part of City Hall to customers requiring services from the Office of the Bureau of Inspections only on Tuesday May 26<sup>th</sup> 2020.** New safety measures and guidelines will be in place at City facilities to keep City employees and residents safe.

- All customers entering City buildings will need to wear a mask
- All customers will need to keep a 6ft. distance from other patrons at all times
- Customers will need to conduct business behind sneeze guard shields
- A new line system with distancing markers has been erected
- Customers should maintain healthy hand hygiene before entering any City suite

Tentatively the offices of the City Clerk and City Manager expect to re-open to the public on June 8<sup>th</sup> as part of the Finger Lakes Regional Phased Opening Plan. This date is subject to change as Phase One reopening progresses, and more information becomes available.

“There will be new sneeze guard shields that will be installed at all public counters including the Clerk’s Office, Department of Public Works, and the City Manager’s Office. The City will continue to clean all facilities and wipe down all “high-touch” surfaces during the day. The fire department will continue to disinfect city vehicles on a regular rotation and all city employees that currently interact with the public will continue to wear masks and appropriate Personal Protective Equipment (PPE),” said Dr. Martin Moore, City Manager.

Residents who need to pay a bill are encouraged to use the dropbox outside of City Hall, pay through personal online banking, call with a credit card (fee applies), or mail a check.

**Office of the City Manager  
One Batavia City Centre  
Batavia, New York 14020**

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[www.batavianewyork.com](http://www.batavianewyork.com)**



## Media Release

Currently, the City has multiple options to contact employees, receive building permits, and pay bills. All departments are available via phone and email to assist you. As always in case of an emergency please call 911.

Questions on building permits can be directed to the Bureau of Inspection at 585-345-6345 and forms are available online at <https://www.batavianewyork.com/bureau-of-inspection-0>

Questions on licenses, birth/death certificates, and tax payments can be directed to the City Clerk's office (585) 345-6305 opt 5, opt 1 and online you can obtain information from the Frequently Asked Questions on the City Clerks Page, <https://www.batavianewyork.com/node/2060/faq>

### Public Re-Opening at a Glance: These dates are subject to change

Stage	Location	Date	Notes
Open Now	City Parks Yard Waste Station Community Garden	Open Now	Tennis courts open Playground equipment-closed
Limited Access	Police Department Fire Department	Monday May 18, 2020	Must call at exterior phone for assistance
Stage 1	Inspection Bureau	Tuesday May 26, 2020	
Stage 2	City Clerk's Office City Manager's Office	Monday June 8, 2020	Open for purchases only - not to pay bills
Future Stages	Youth Bureau Ice Rink Dwyer Stadium City Centre		
Closed to Public	Water Treatment Plant Wastewater Treatment Plant Bureau of Maintenance		Open for staff and delivery's only

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