

With Time For You

Since 1879

City of Richmond

36725 Division Road | P.O. Box 457 | Richmond, Michigan 48062-0457

Office: 586-727-7571 | Fax: 586-727-2489

Website: www.cityofrichmond.net | email: info@cityofrichmond.net

FOR IMMEDIATE RELEASE

March 23, 2020

Coronavirus Information and Municipal Building Closures

Effective Tuesday, March 24th the City of Richmond will be closing the Lois Wagner Memorial Library and the Richmond Community Center from March 24th through April 13th. These buildings will no longer be available by phone or email. Curbside service at the Library will be shut down for this time period.

The Police Department, City Hall and the Department of Public Works will remain closed to the public. In order to continue essential services these buildings will remain staffed and available through email and phone. All essential services will continue to be provided. Updates will be posted to our website cityofrichmond.net and our Departmental Facebook pages (Library, Recreation and Police).

The following buildings are available through email and phone calls:

- City Hall - 8 am - 4:30 pm, Monday through Friday,
- Department of Public Safety (Police, Dispatch & Fire) - The Police Department and Dispatch will be staffed 24 hours.
- Department of Public Service (Public Works, Water & Wastewater) - 7:30 a.m. - 4:00 pm Monday through Friday.

Below is a list of phone numbers should you need assistance with any non-essential service:

City Hall

- Accounts Payable & Water Billing: (586) 727-7571 x201
- Assessor: (586) 727-7571 x229
- Building Department: (586) 727-7571 x202
- Clerk: (586) 727-7571 x204
- Finance & Treasurer: (586) 727-7571 x208
- Planning: (586) 727-7571 x228
- City Manager: (586) 727-7571 x0

Department of Public Safety – Call 9-1-1 for Emergencies

- Police & Fire Department (non-emergency): (586) 727-4000
- For those coming to the Police Department with urgent police business, please utilize the intercom box to the right of the entry doors to speak with our dispatcher.

Department of Public Service (includes Water, Wastewater and Public Works)

- (586) 727-7575 – For after-hours emergencies, such as water main breaks, please call the non-emergency Police Department line at (586) 727-4000

Utility payments may be made and tax and assessing information is available on our website under “Tax & Assessing Records” or “[Online Payments](#)”.

Payments and paperwork such as property transfers may be mailed or placed into our drop box outside city hall. Box will be checked several times daily. Any overages on utility payments placed in the drop box will be credited to the next billing cycle.

Tips for Residents:

First and foremost we ask that all residents REMAIN CALM during this unprecedented event. It is critical that we maintain order to ensure that our resources are used in the most effective way to prevent, prepare for and treat any cases of Coronavirus in our community.

- Stay home when you are sick except to receive medical care.
- Cough or sneeze into your upper arm or cover your coughs and sneezes with a tissue (and then through them into the trash).
- Wash your hands often with soap and water for at least 20 seconds (about the amount of time it takes to sing Happy Birthday). Use hand sanitizer when you can't use soap and water.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean frequently touched surfaces (door knobs, light switches, elevator buttons, toilets, faucets, etc.) as often as possible and at least daily.
- Practice social distancing public (leave a six foot space between you and another person).

Further information and updates regarding COVID-19 may be obtained at the State of Michigan's website <https://www.michigan.gov/coronavirus>.